

Student Withdrawal/ Deferment Form

Personal details			
Student name:		Date:	
Course code:			
Course title:			

Status change details		
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Deferment	Date:

PICAC allows a student to withdraw from their course, after it starts. If they wish to do so, they can defer their course and complete at a later date.

Reason for withdrawal

PICAC will give a student a pro-rata credit (if applicable) if they cannot continue the course for unavoidable reasons. They can use the credit to pay for a future course of their choice, and they can transfer it to another person or people in their company. The credit is non-refundable.

Completion guarantee
<p>Once a student has started their course, PICAC will ensure, to the best of its ability, the provision of training and assessment services through to when they complete their course.</p> <p>If PICAC becomes no longer able to provide the services itself (due to, for example, low staff numbers or its closure), it will endeavour to organise a place for the student at the most conveniently located registered training organisation (RTO). PICAC will not be liable for associated costs (such as, for example, travel and accommodation to the new RTO).</p> <p>* Please refer to our Fees, charges and enrolment status changes policy for further information.</p>

Student declaration	
<input type="checkbox"/> I understand I will be liable for all fees and charges as outlined in the Fees and Refunds policy. I declare that the information I have provided is correct.	
Signature:	Date:

OFFICE USE ONLY	
<input type="checkbox"/> Fee refund, amount refunded	Signature:
<input type="checkbox"/> Current valid Driver's Licence/Learners Permit	
<input type="checkbox"/> Current valid passport	Date: