

LEARNER DEFERRAL & SUSPENSION APPLICATION

1. To defer or suspend a student from any program and or course, an authorised staff member must complete and sign this form.
2. This form is to be submitted to the RTO Administration and Compliance Officer or RTO Manager via training@rexceltraining.com.au
3. A copy of this form must be kept in student file.
4. If the deferral is initiated by the fee for service student an administration fee of \$250 is payable

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|--|-----------------------------------|-------------------------------------|--|
| STUDENT NAME: | | | |
| STUDENT USI NO: | | | |
| CONTACT NUMBER: | | | |
| COURSE CODE: | | | |
| COURSE NAME: | | | |
| PROGRAM: | | | |
| REQUEST: | <input type="checkbox"/> Deferral | <input type="checkbox"/> Suspension | |
| REASON: (Please attach any supporting evidence) | | | |
| | | | |
| | | | |
| EFFECTIVE DATE | | END DATE | |

| | | | |
|------------------------|--|-------------|--|
| APPLICANT NAME: | | | |
| TITLE: | | | |
| SIGNATURE: | | DATE | |

FOR RTO OFFICE USE ONLY

| | | | |
|-------------------|---------------------|------------------------------|-----------------------------|
| APPROVAL | Deferral Approved | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Suspension Approved | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NAME: | | | |
| TITLE: | | | |
| SIGNATURE: | | DATE: | |