

Course deferring, transferring or withdrawing application form

Participant Name		
Employer Name		
Address		
Phone		
Email		
Course		
Course Start Date		
I wish to		
<input type="checkbox"/> Apply to defer my course studies	Length of deferment?: <i>(maximum 12 months only)</i>	
<input type="checkbox"/> Transfer my course to another provider	Reason for transfer:	
<input type="checkbox"/> Withdraw from my course studies	Reason for course cancellation:	
Further comments:		
Student Signature		
Date:		

Administration Use Only		
Deferral approved?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Comments:
Processing completed (see overleaf)?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
TLC Learning Manager Signature		

Deferring, transferring or withdrawing form

Date:	
-------	--

Participant Transferring Out	
Options provided for continuing training, which included: <ul style="list-style-type: none"> • Referred the participant to relevant government authorities to identify an alternative RTO who can provide Subsidised Training; • The enrolled participant opted to remain and continue training on an alternate basis or arrangement; or • Suggested an alternative Provider. 	<input type="checkbox"/> Yes
Issued an updated training plan listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced	<input type="checkbox"/> Yes
Issued statements of attainment/qualification credentials reflective of their actual training and assessment progress to date	<input type="checkbox"/> Yes
Returned results of any outstanding completed training activities and/or assessments to the participant	<input type="checkbox"/> Yes
If the participant is an apprentice or trainee, followed the process required for the change of RTO on the training contract.	<input type="checkbox"/> Yes
Ensured any refunds owed were paid	<input type="checkbox"/> Yes
Provided the exiting participant a statement of fees that included all fees applied and any fees refunded, if applicable.	<input type="checkbox"/> Yes
Participant Deferring Training	
Made every effort to assist participant to continue training where possible	<input type="checkbox"/> Yes
Permitted a deferral of no more than twelve (12) months from the date of receipt of notice from the participant	<input type="checkbox"/> Yes
Advised participant of the fee implications of deferring their studies in accordance with the individual's relevant fee arrangements	<input type="checkbox"/> Yes
Confirmed with the participant that participants who do not recommence studies within a twelve (12) month period of deferral are considered to have discontinued their studies and course cancellation will occur.	<input type="checkbox"/> Yes
Discontinuing Participants	
Ascertained if the reason for discontinuing relates to the performance of TLC Learning	<input type="checkbox"/> Yes
Ensured that reasonable efforts are made to address concerns of the participant related to the delivery and assessment of training	<input type="checkbox"/> Yes
Issued an updated training plan listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced	<input type="checkbox"/> Yes
Issued statements of attainment/qualification credentials reflective of their actual	<input type="checkbox"/> Yes



Deferring, transferring or withdrawing form

training and assessment progress to date	
Returned results of any outstanding completed training activities and/or assessments to the participant	<input type="checkbox"/> Yes
If the participant is an apprentice or trainee, followed the process required for the change of RTO named on the training contract.	<input type="checkbox"/> Yes
Ensured any refunds owed were paid	<input type="checkbox"/> Yes
Provided the exiting participant a statement of fees that included all fees applied and any fees refunded, if applicable.	<input type="checkbox"/> Yes