

COURSE DEFERMENT OR WITHDRAWAL



Please use this form if you wish to defer or withdraw from your course.

I wish to:

- Defer from studies
- Withdrawal from studies

Personal Details	
Surname/Family Name	
Given Names	
Postal Address	
State	Postcode
Telephone	
Mobile	
Email	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	

Course Details	
Current Course Studying at CEAV Institute	

Reasons for Deferment/Withdrawal

(Please provide all relevant documentation to support your deferment/withdrawal request. Eg medical certificate)

If deferring, what semester or part of semester do you wish to defer?

A participant may defer for a part of one semester or one semester

The maximum period for deferral is two semesters or parts of two semesters

Refer to course deferment policy in course handbook.

Student Declaration

- I certify that all details provided on this complaints/appeals form are correct.

COURSE DEFERMENT OR WITHDRAWAL



Signature _____ Date _____

Office Use only
CEAV Institute

Training Manager to complete:

Application approved: Yes No

Signature _____ Date _____

Comments:

Student Notified Date _____

The form is to be lodged either by post, email or fax to:

CEAV Institute Centre Manager, Unit 3 192 B Burwood Rd, Hawthorn VIC 3122

Ph: (03) 9810 6400. Fax: (03) 9815 2490 Email: trainingmanager@ceav institute.edu.au

Privacy Declaration: CEAV Institute seeks this information for the purposes of processing your application. This information will only be used by the CEAV for the purposes for which it is intended. You have the right to access your records at any time by contacting the CEAV on Ph 03 9810 6400 during business hours or downloading the appropriate form on www.ceav institute.edu.au

Complaints and Appeals: If at any stage during your application/ enrolment or course delivery/assessment you feel dissatisfied you have the right to complain or appeal any decision that you disagree with. All policies, procedures and forms for complains/appeals are available on www.ceav institute.edu.au