

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.

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	

NAME:			
TITLE:			
SIGNATURE:		DATE	

FOR RTO OFFICE USE ONLY

NAME:			
TITLE:			
SIGNATURE:		DATE:	