



Deferring, Transferring or Discontinuing Form

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

<i>Patrick's College Australia (PCA) Administration Use Only:</i>		
Deferral approved?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Comments:
Processing completed (see overleaf)?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
PCA Signature:		
Date:		

Participant Transferring Out

Options provided for continuing training, which included:

- referring the student to the Smart and Skilled website to identify an alternative RTO who can provide subsidised training;
- referring the student to the local Training Services NSW Regional Office for assistance;
- the student opting to remain and continue training on a “fee-for-service” basis (that is without the benefit of subsidies); or
- suggesting an alternative provider.

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

Yes

Issued Statements of Attainment/Qualification credentials reflective of their actual training and assessment progress to date

Yes

Returned results of any outstanding completed training activities and/or assessments to the participant

Yes

If the participant is an Apprentice or Trainee, followed the process required for the change of RTO named on the Training Contract.

Yes

Ensured any refunds owed were paid

Yes

Provided the exiting participant a statement of fees that included all fees applied and any fees refunded, if applicable.

Yes

Participant Deferring Training

Made every effort to assist participant to continue training where possible

Yes

Permitted a deferral of no more than twelve (12) months from the date of receipt of notice from the participant

Yes

Advised participant of the fee implications of deferring their studies in accordance with the individual's relevant fee arrangements

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.

Yes

Discontinuing Participants	
Ascertained if the reason for discontinuing relates to the performance of PCA	<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 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 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