



Withdrawal, Transfer, Deferral, Change of Enrolment and Refund Form



Instructions

1. Please familiarise yourself with the **Withdrawal, Transfer, Cancellation and Refund Policy**.
2. A refund, if applicable, will be made payable by cheque to the person or organisation from whom payment was received.
3. Please read the 'Important Information' section below before completing this form.
4. Once this form is completed, please email it to registry@futureskills.co.nz, if you are a domestic learner, or int.registry@futureskills.co.nz, if you are an international learner.

Personal Details

Student ID Number		Date of Birth (day/month/year)			
Surname		Do you have a FS Student ID card	Yes		No
First Name/s		Email address			
Address		Are you an international learner	Yes		No
		Company Invoiced (if applicable)			
		Phone Number			

Reason for change

☐ Withdrawal

☐ Transfer

☐ Deferral

☐ Change of enrolment

☐ Refund

Please explain your reason for the change. In the case of a deferral, please state your proposed return date.

Programme Name

Programme Name	
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Withdrawing from

Course Code	Occurrence	Course Title

Transferring to

Course Code	Occurrence	Course Title

Learner declaration

By signing this form, I confirm:

1. That the information contained on this form is true and correct and that I have not withheld any information that could have a material bearing on my enrolment, transfer or withdrawal.
2. I understand that processing this transfer or withdrawal may affect entitlements to Student Loans and/or Student Allowances.

Student Signature

Date

Office Use Only

Registry checklist				To be completed only if a refund is due			
☐	Student Signed	☐	Other relevant information is attached (e. g., documents to support compassionate refunds)	Reason for refund			
☐	No Results for courses/units being withdrawn	☐	Initiated the change of enrolment, withdrawal and/or refund process using the online portal	Refund amount less admin fee		\$	
☐	Added the date of submission to the portal	☐	Upload all documents and the form to the portal	Authorise by		Date	
				Learner		Studylink	Other



Important information

1. An administration fee will be charged in accordance with the current Withdrawal, Transfer, Deferral, Change of Enrolment and Refund Policy for the year in which this withdrawal is processed.
2. A refund, if applicable, will be made payable to the person or organisation from whom payment was received. Evidence of your bank account is required before refunding money via direct credit. Examples of acceptable evidence are any of the following:
 - 2.1. A pre-printed deposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name.
 - 2.2. A bank statement which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name.
 - 2.3. A letter from the bank which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. This must be signed and stamped by the bank.
 - 2.4. An internet printout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web address along the top or bottom of the page. This does not need to be signed and stamped by the bank unless all of the above is not provided on the printout.
 - 2.5. ATM printout must show the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name.
 - 2.6. Hand-written bank account evidence as long as it includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. This must be signed and stamped by the bank.