

ABEX TRAINING GROUP

LEARNER STATUS CHANGE

Use this form to:

- Suspend your studies (take temporary leave of absence)
- Withdraw from your studies (stop studying permanently)
- Change your contact details

Once you have completed the form you can lodge it by:

- Faxing it to 03 9510 3600
- Mailing it to ABEX Training Group, Suite 6, 321 Chapel Street, Prahran 3181
- Scanning it and emailing it to learnerhelp@abextraining.com
- Giving it to your trainer

What will happen after you lodge the form:

- You will receive an acknowledgement of your lodgement of the form
- An ABEX staff member will assess it
- Your status will be changed
- You will receive an acknowledgement of the change of status
- If you have withdrawn, you will also receive a statement of attainment, listing the units you have completed competently
- If you have withdrawn and are entitled to a refund of fees, you will receive a refund by cheque

Privacy statement

The information on this form will be used to process a change in your enrolment status. If you choose not to supply the information on the form, we may be unable to change your enrolment status.

As part of changing your enrolment status, we may need to notify one or more of the following, depending on your circumstances:

- State training authority, if you are a trainee or receive funding under a program
- Apprenticeship centre, if you are a trainee
- Your employer, if you are a trainee

By completing this form, you agree to us notifying the appropriate bodies and people.

ABEX TRAINING GROUP: LEARNER STATUS CHANGE

Your details

<i>Name</i>	
<i>Mailing address</i>	
<i>Date of birth</i>	
<i>Phone number</i>	
<i>Email address</i>	
<i>Course</i>	
<i>Employer's name</i>	

What do you want to do?

- Suspend my studies temporarily

from: ____ / ____ / ____ to ____ / ____ / ____

Why? _____

- Withdraw from my studies permanently

from: ____ / ____ / ____

Why? _____

- Change my contact details

Immediately from ____ / ____ / ____

Please contact me by...

We may need to contact you about this request. Please let us know how you would prefer us to do that.

- Email Phone Mail

Your signature	Date

