

REFUND OF STATUS FORM

(Change of circumstances/change of VISA/change of qualification)

Please return this form to Reception or email admin@dnakingstontraining.edu.au.

STUDENT DETAILS			
Student Name:		Student ID:	
DOB:		Mobile No:	
Qualification:			
Notification Date:			

Please tick change of status:

Circumstances

Visa status change

Qualification

DETAILS OF REASON FOR CHANGE
DOCUMENTS ATTACHED
<input type="checkbox"/> Marriage certificate (name change) <input type="checkbox"/> Address confirmation <input type="checkbox"/> Visa <input type="checkbox"/> Application form for new qualification <input type="checkbox"/> Birth certificate (name change)

COLLEGE OFFICE USE ONLY - Finance Department (this section)

Received by:		Date:	
Admin Signature:		Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Changes completed on aXcelerate			<input type="checkbox"/> YES <input type="checkbox"/> NO
Supporting Documentation uploaded on students Portfolio in aXcelerate			<input type="checkbox"/> YES <input type="checkbox"/> NO
Communication email sent to appropriate staff i.e., trainer, accounts			<input type="checkbox"/> YES <input type="checkbox"/> NO