

This form is to be filled out change of class requests and forwarded to Beauty & Hair Academy of Australia – PO Box 70, Mill Park Vic 3082

Upon receipt of this form BHA will endeavour to assist you in your request. Change classes only occur at the beginning of each month no guarantee of availability in the new classes you have requested will be given. You will be informed of BHA'S decision in writing, a confirmation letter with the new class dates and times will be sent to you. Do not start any new classes until you have received a confirmation letter. If we cannot fulfill your requested days and times as detailed below BHA will provide a full refund of your \$200.00.

Applicant Details

Have your contact details changed since you last advised us of them?		Yes	No
Surname:		Title:	Mr/ Mrs/ Miss/ Ms
First Name:		DOB:	
Address:			
Suburb:		Postcode:	
Telephone:		Fax:	
Email:		Mobile:	

Course/Qualification:	
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Current classes you are attending:

Day		Time	
Day		Time	
Day		Time	

New class/s you are requesting:

Day		Time	
Day		Time	
Day		Time	

Student to sign

Signature:	
Name:	
Date:	

New classes

Payment in full received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are new days and time available	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Receipt of Deferral Form

Date Received:	Classes Approved	Advice letter sent	Signed: (RTO Manager)	Date:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		