End-Point Assessment (EPA) Withdrawal / Transfer Form

|  |  |
| --- | --- |
| Centre Number |  |
| Centre Name |  |
| Name of Person completing this form |  |
| Your contact details |  |

***Withdrawal Requests***

Please withdraw the following apprentices from their end-point assessment registration entirely. I understand by withdrawing my apprentice(s) they will be recorded as withdrawn in the FutureQuals Management Information System and a credit note (if applicable) will be applied to our account to be used within the same financial year operated by FutureQuals (1st January – 31st December).

|  |  |  |
| --- | --- | --- |
| Apprentice Name | Registration Number | Apprenticeships Standard |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Please add more rows if required)

***Transfer Requests***

If you have registered an apprentice by error onto the wrong end-point assessment, please use the following section:

Please note any requests to transfer onto a more expensive end-point assessment will be charged the extra cost applicable. Transfers onto a less expensive end-point assessment will not be charged, however any difference will not be refunded. There is no charge for withdrawal of apprentices.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice Name | Registration Number | Transfer from (Apprenticeships Standard) | Transfer to (Apprenticeships Standard) |
|  |  |  |  |
|  |  |  |  |
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I confirm that the information provided is correct and as a representative of the centre I approve the above listed adjustments.

Please invoice customer order No:

(if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Office use only: | Date Received: | Date Actioned: | By Whom: |
|  |  |  |