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**Learner Transfer/Withdrawal form**

Centre Number:

Centre Name:

Centre Address:

Post Code: Contact Number:

Please complete the following information for each learner:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Learner Name | Learner Number | Registered Course | Learner Withdrawn (Please tick)  | Course to be transferred to (if applicable) | Centre to be transferred to(if applicable) |
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**Reason for learner amendment/s:**

Please note any transfers onto a more expensive qualification will be charged the extra cost of the qualification. Transfers onto a less expensive qualification will not be charged, however any difference will not be refunded. There is no charge for withdrawal of learners.

 I enclose a cheque to cover expenses

Please invoice customer order number:

 (Centres can only be invoiced if an official order number is supplied in the space provided)

 I confirm that any information provided is correct and as a representative of the centre I approve the above listed

Signature: Print Name: Date

**OFFICE USE ONLY**

Date Received –– Date Completed:  – –

Authorised by: Invoice No: 