

## Variation to Training Schedule Form

From time to time, circumstances arise where a student may need to deviate from the training schedule agreed upon when they first enrolled. Any changes to an agreed training schedule need to be formally documented for record keeping purposes.

Please complete the below form and submit it to Lead Institute's Administration Department as soon as possible.

Section A – student to complete	
Personal details	
Date:	Course Name:
Student Name:	Course Start Date:
Student Number:	Trainer Name:
Student Address:	Student Contact Details:
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	<b>E</b>
Details of Amendment - <i>Please provide the reasons for your request to amend the training schedule. This could include a change of chosen units, a request for an extension for submitting your work or circumstances that have occurred which were beyond your control. Please provide as much detail as possible.</i>	
Confirmation	
I have read Lead Institute policy and procedure around variations to training plans:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Signature:	Date:
Section B – Lead Institute Administration to complete	
Has the student's request been approved?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any charges associated with the amendment requested by the student?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please provide details.</i> _____	
Has the student been informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Learner Management System been updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Signature:
Date:	