

Standard Operating Procedure



Learner Discount Request Form

(Use for individual and/or group discount requests. For group discounts please attach list)

Learner Name and ID:

School/College: .

Programme:

Course/s *(List all courses):*

Commencing *(Start dates must be in the current year):*

Occurrence *(List all occurrences):*

Full Fee:	\$	e.g. \$1000
Less resource costs etc.:	\$	e.g. \$100
Total amount discountable:	\$	e.g. \$900

Finance GL codes: Site: Business Unit: Account: 128

Amount of Discount requested:	%	e.g. 10%
	\$	e.g. \$90
Total number of discounts offered:		e.g. 6
Total amount of discounts offered:	\$	e.g. \$540

Reason for requesting discounted fees i.e. learner exchange, study abroad, special arrangement:

Signed by HoS/C:

Date:

Request **Authorised** **Declined**

Reason

Deputy Chief Executive Corporate Services:

Date:

Approved original to

Registry Copy to

Originator and Finance