

Learner Discount Request Form

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



Learner Name:	
Learner ID:	
School/College:	

Programme:	
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Course/s (List all courses):	Occurrence (List all occurrences):	Commencing (Start dates must be in the current year):

Fees and discount		
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	Analysis:	
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Amount of Discount requested:	%	(e.g. 10%)
	\$	(e.g. \$90)
Total number of discounts offered:		(e.g. 6)
Total number of discounts offered:	\$	(e.g. \$540)

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

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Signed by Head of College:		Date:	
Name:			

Request **Authorised** **Declined**
Reason:

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Signed by Deputy Chief Executive Corporate Services:		Date:	
Name:			

Approved original to Academic Registry

Copy to Originator

Copy to Finance