

INDIVIDUAL
LEARNER AGREEMENT

CHANGE OF CIRCUMSTANCES

CHANGE IN CIRCUMSTANCES TABLE

The table below is for recording any changes that have been made to the planned programme of study e.g extensions due to ill health, holidays, maternity or paternity leave or change of contact details etc.

NOTE TO TUTOR:

Changes should also be recorded on the learner's monthly reporting form. If the change in circumstances is going to result in a break in learning then a breaking learning form needs to be completed and submitted. At the conclusion of the break, a return to learning form needs completing and submitting.

AMENDMENT & REASON

Date of change

Learner Signature

Tutor Signature

Date of change

Learner Signature

Tutor Signature

Date of change

Learner Signature

Tutor Signature

LEARNER WITHDRAWAL NOTIFICATION

Please clearly state your reason for withdrawing from your programme in the box below

OFFICE AND STAFF USE

If notification of withdrawal notification was by email or phone to either the tutor please provide details below, including date of contact and method (if emailed, please attach email to the learner file).

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