

REQUEST FORM

- DEFERMENT SUSPENSION
 WITHDRAW CANCELLATION OF ENROLMENT

STUDENT DETAILS			
Student name:			
Student ID:		Date of birth:	
Contact number:		Email address:	
Address:			
Course enrolled:			

Are you leaving Australia? <small>* if yes, please attached a copy of your travel itinerary to this application and complete the overseas contact detail below:</small>	<input type="radio"/> No	<input type="radio"/> Yes*
Address:		
Contact number:		

REQUEST INFORMATION

Please tick one of the following options below to indicate the type of enrolment status required for processing deferment, suspension, withdraw, transfer or cancellation from studies. An administration fee will be applied to process your request.

Deferral or Suspension of course

From: To:

An approval of deferment does not change the schedule of any payment. Student will make payment in accordance with the payment plan outlined on the offer letter; otherwise, a late payment fee applies and the course structure of the deferred course may change.

Withdraw and Transfer to another provider

Do you require a Letter of Release?

(A Release Letter is not required if you have studied more than 6 months of your principal course)

No Yes

Last date of study:

Please attached a copy of your offer letter from the institution to which you wish to transfer, One month's notice is required before the commencement date of the next term, otherwise the following term's fees must be paid in accordance with the payment plan outlined on the offer letter. Please note that all tuition fees/material fees have been paid and all academic results and attendance requirements have been met before transfer approved.

Cancellation of course

Last date of study:

Please attached copies of any documents which support your request, one month's notice is required before the commencement date of the next term, otherwise the following term's fees must be paid in accordance with the payment plan outlined on the offer letter. Please note that all tuition fees/material fees have been paid and all academic results and attendance requirements have been met before transfer approved.

Are you planning to go "catch up" classes to compensate the time lost during deferment or suspension? <small>* if yes, please see Academic Manager to revise your study plan.</small>	<input type="radio"/> No	<input type="radio"/> Yes*
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	----------------------------

REQUEST FORM

REASONS

Your valid reason for applying for your request. (if you need more space, please attached additional page)

OR,

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Serious illness or injury
(where a medical certificate states that you are unable to attend classes) | <input type="radio"/> Bereavement of close family members such as parents or grandparents
(where possible a death certificate should be provided) |
| <input type="radio"/> Misbehavior | <input type="radio"/> Visa refusal |
| <input type="radio"/> Delay in issuing a Student Visa (Give details below) | <input type="radio"/> Compassionate or Compelling Circumstances (Specify below) |

SUPPORTING DOCUMENTS

Please attach any supporting documents. Incomplete forms or insufficient supporting documentation may cause processing delays. Authenticity of evidence might be checked and verified.

- | | |
|-------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="radio"/> Letter of Offer from another provider | <input type="radio"/> Boarding Pass |
| <input type="radio"/> Medical Certificate | <input type="radio"/> Visa Application Acknowledgement |
| <input type="radio"/> Death Certificate | <input type="radio"/> Visa Refusal Letter |
| <input type="radio"/> Travel Itinerary or Flight Ticket | <input type="radio"/> Administrative Appeals Tribunal Confirmation |

DECLARATION

I declare the information I have giving on this application by me is true, correct and accurate, and that I have read and understood the Institute's policies and procedures.
If I knowingly make any false or misleading statements, I may be liable for prosecution.

Student's
Signature Here: _____

Date: _____

OFFICE USE ONLY

Application Checked: No
 Yes

Admin Fee Received: No

Yes - amount:

Signature Here: _____

Date: _____

OUTCOME

APPROVED **REJECTED**

Comment:

Signature Here: _____

Decided by: _____

Date: _____