

DEFERMENT
WITHDRAW

SUSPENSION
CANCELLATION OF ENROLMENT

REQUEST FORM

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

Are you leaving Australia?		No	Yes*
* if yes, please attached a copy of your travel itinerary to this application and complete the overseas contact detail below:			
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:	
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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?	No	Yes
(A Release Letter is not required if you have studied more than 6 months of your principal course)		

Last date of study:	
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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:	
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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?	No	Yes*
* if yes, please see Academic Manager to revise your study plan.		

REQUEST FORM

REASONS

Your valid reason for applying for your request. Please tick one of the following options.

Serious illness or injury
(where a medical certificate states that you are unable to attend classes)

Misbehavior

Delay in issuing a Student Visa (Give details below)

Other:(if you need more space, please attached additional page)

Bereavement of close family members such as parents or grandparents
(where possible a death certificate should be provided)

Visa refusal

Compassionate or Compelling Circumstances (Specify below)

SUPPORTING DOCUMENTS

Please attach any supporting documents. Please note that your request will not be assessed until all documentation has been provided. Incomplete forms or insufficient supporting documentation may cause processing delays. WARNING! Authenticity of evidence will be checked and verified.

Letter of Offer from another provider

Medical Certificate

Death Certificate

Travel Itinerary or Flight Ticket

Boarding Pass

Visa Application Acknowledgement

Visa Refusal Letter

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: