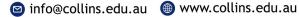


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DEFERMENT WITHDRAW

SUSPENSION CANCELLATION OF ENROLMENT

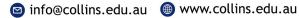
REQUEST FORM

STUDENT DETAILS									
Student name:									
Student ID:		Date of birth:							
Contact number:									
Address:									
Course enrolled:	d:								
Are you leaving Australia? * if yes, please attached a copy of your travel itinerary to this application and complete the overseas contact detail below: No Yes									
Address:									
Contact number:	er:								
REQUEST INFORMATION									
Please tick one of the following options below to indicate the type of enrolment status required for processing deferment, suspension, withddraw, transfer or cancellation from studies. An administration fee will be applied to process your request.									
Deferral or Suspension of course									
From:	n: 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)									
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 st	udy:								
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? * if yes, please see Academic Manager to revise your study plan.									

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REQUEST FORM

REASONS							
Your valid reason for applying	for your request. Please	e tick one of the following options.					
	Serious illness or injury (where a medical certificate states that you are unable to attend class Misbehavior		Bereavement of close family members such as parents or graes) (where possible a death certificate should be provided) Visa refusal				
Delay in issuing a Student Visa (Give details below)				Compassionate or Compelling Circumstances (Specify below)			
Other:(if you need more space, please attached additional page)							
SUPPORTING DOCUMENT	S						
Please attach any supporting	documents. Please not			ntil all documentation has been provided. Incomplete forms or insufficient supporting			
		NG! Authenticity of evidence will be o	checke	ed and vertified. Boarding Pass			
Letter of Offer from another provider Medical Certificate				Visa Application Acknowledgement			
Death Certificate				Visa Refusal Letter			
Travel Itinerary or Flight Ticket				Administrative Appeals Tribunal Confirmation			
				[
DECLARATION							
I declare the information true, correct and accurate			- · · ·				
Institute's policies and pro If I knowingly make any f		tatements, I may be	Student's Signature Here:				
liable for prosecution.				Date:			
OFFICE USE ONLY							
Application Checked:	No						
	Yes						
Admin Fee Received:			Sign	nature Here:			
	Yes - amount:		Dat	٥٠			
OUTCOME							
APPROVED	REJE(TED.					
Comment:	INEDEC						
			Sign	nature Here:			
				Decided by:			
				Date:			

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