

**DEFERMENT, SUSPENSION, WITHDRAW OR CANCELLATION OF ENROLMENT REQUEST FORM**

**NOTE. A \$200 administration fee will be applied to process this request.**

**STUDENT DETAILS**

|                 |                      |                |                      |
|-----------------|----------------------|----------------|----------------------|
| First Name      | <input type="text"/> | Student ID     | <input type="text"/> |
| Middle Name     | <input type="text"/> | Contact Number | <input type="text"/> |
| Last Name       | <input type="text"/> | Date of Birth  | <input type="text"/> |
| Address         | <input type="text"/> |                |                      |
| E-mail Address  | <input type="text"/> |                |                      |
| Course Enrolled | <input type="text"/> |                |                      |

**Are you leaving Australia?**

YES\*       NO

\* if yes, please attached a copy of your travel itinerary to this application and complete the overseas contact detail below.

Overseas Address

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                      | Country              | Postcode             |

Overseas Contact Number

**REQUEST INFORMATION**

Please tick one of the following options below to indicate the type of enrolment status required for processing deferral, 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 deferral 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?       YES       NO  
 (A Release Letter is not required if you have studied more than 6 months of your principal course)

*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 deferral or suspension?**

YES\*       NO

\* if yes, please see Academic Manager to revise your study plan.

## DEFERMENT, SUSPENSION, WITHDRAW OR CANCELLATION OF ENROLMENT 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)*
- Bereavement of close family members such as parents or grandparents  
*(where possible a death certificate should be provided)*
- Compassionate or Compelling Circumstances
- Misbehavior
- Delay in issuing a Student Visa
- Visa refusal

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

### 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

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:* \_\_\_\_\_

Application Checked:  YES  NO

Admin Fee Received:  YES - amount \$   NO

Assessed by:

Position:

*Signature Here.*      *Date:* \_\_\_\_\_

APPROVED       REJECTED

*Comments*

Decided by: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature Here.*