![Victory Institute logo]

Victory Institute of Vocational Education Pty. Ltd. T/A Victory Institute
ABN 63 111 473 404 | CRICOS. 02678D | RTO. 91161
Market Street Campus - Head Office: Level 8, 22 Market Street Sydney NSW 2000 Australia
George Street Campus: Level 5, 565 George Street Sydney NSW 2000 Australia
P. +61 2 9299 8889   **E.** info@victory.nsw.edu.au   **www.victory.nsw.edu.au**

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		Student ID	
Middle Name		Contact Number	
Last Name		Date of Birth	
Address			
E-mail Address			
Course Enrolled			

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	

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 deferment, suspension, withddraw, 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? ◯ 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, 0ne 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?

◯ YES*   ◯ NO

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

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 vertified.*

○ 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: ○ YES   ○ NO

Admin Fee Received: ○ YES - amount $ [____]   ○ NO

Assessed by: _____

Position: _____

Signature Here.   *Date:_____*

OUTCOME

○ **APPROVED**   ○ **REJECTED**

Comments

Decided by: _____   Date: _____

Signature Here.