

## REQUEST FORM

**DEFERMENT**

**SUSPENSION**

**WITHDRAW**

**CANCELLATION OF ENROLMENT**

### STUDENT DETAILS

First name		Middle name		Last name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Date of birth	Student ID		Course enrolled		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address - Building name		Unit number	Street number	Street name	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
City/Town/Suburb		State/Province		Country	Postcode
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
Phone		Mobile		Email	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

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 - Building name		Unit number	Street number	Street name	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
City/Town/Suburb		State/Province		Country	Postcode
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
Phone		Mobile		Email	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

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. No  Yes

## 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

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.

From  To

### Withdraw and Transfer to another provider

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.

Last date of study

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)

### Cancellation of course

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.

Last date of study

## REASONS

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

Or;

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)

Misbehavior

Visa refusal

Delay in issuing a Student Visa (Give details below)

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.

Letter of Offer from another provider

Boarding Pass

Medical Certificate

Visa Application Acknowledgement

Death Certificate

Visa Refusal Letter

Travel Itinerary or Flight Ticket

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 College's policies and procedures. If I knowingly make any false or misleading statements, I may be liable for prosecution.

*Student's signature*

Date:

**OFFICE USE ONLY**

Application Checked    No    Yes

Admin Fee Received    No    Yes, amount:

Date:

*Signature*

**OUTCOME**

**APPROVED**

**REJECTED**

*Comment:*

Decided by:

Date:

*Signature*