

Level 3, 379 Hay Street Perth, WA 6000, Australia

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www.contempocollege.edu.au

REQUEST FORM

Version: 1.1

Approved: September 2022

☐ DEFERMEN	ΙΤ	□ SI	JSPENSION				
☐ WITHDRAW	V	□ c/	ANCELLATION	OF EN	IROLMENT		
STUDENT DET	ΓΔΙΙ S						
Student Name	AILO						
Student ID					ate of Birth		
Phone Number] E	mail		
Address							
Course Enrolled							
Are you leaving	Australia	?	s No)			
*If yes, please attac	h a copy o	your travel itiner	ary to this application	n and com	n <mark>plete</mark> the overseas co	ontact detail	l below:
Address							
Phone Number							
	of the fo	llowing op <mark>tions</mark>					quired for processing deferment, ocess your requested.
☐ Deferral or S	Suspens	ion of course	•				
From					То		
• • •			•		•		payment in accordance with the ucture of the deferred course may
☐ Withdraw ar	nd Trans	sfer to anothe	er provider				
Do you require a	Letter o	f Release?	Yes	☐ No	0		
(A Release Letter is not required if you have studied more than 6 months of your principal course)							
Last date of Studi	es						
of the next term, of	otherwise all tuition t	the following to	erm's fees must be	e paid in	accordance with th	ie paymen	d before the commencement date at plan outlined on the offer letter. ance requirements have been met
Document Name : Defern	nent_Suspens	ion_Withdraw_Cancella	ation of Enrollment_Reques	st Form RTC	O Code: 45720		CRICOS Code: 03933H

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Please attach 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 outline 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	☐ Cancellation of Cour	'se				
of the next term, otherwise the following term's fees must be paid in accordance with the payment plan outline 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 Yes	Last date of study					
"If yes, please see Academic Manager to revise your Study Plan. No No No No No No No N	of the next term, otherwise	the following term's	fees must be p	aid in acc	ordance with the payment plan outline o	n the offer letter.
Your valid reason for applying for your request. (If you need more space, please attach additional page) OR, Serious illness or injury (where a medical certificate states that you are you are unable to attend classes) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided) Misbehaviour 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 form another provider Boarding Pass Medical Certificate Visa Application Acknowledgement Visa Refusal Letter	Are you planning to go "c	atch up" classes to	compensate t	he time lo	st during deferment or suspension?	Yes
Your valid reason for applying for your request. (If you need more space, please attach additional page) OR, Serious illness or injury (where a medical certificate states that you are you are unable to attend classes) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided) Misbehaviour 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 form another provider Boarding Pass Visa Application Acknowledgement Visa Refusal Letter	*If yes, please see Academic M	lanager to revise your S	Study Plan.			☐ No
Your valid reason for applying for your request. (If you need more space, please attach additional page) OR, Serious illness or injury (where a medical certificate states that you are you are unable to attend classes) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided) Misbehaviour 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 form another provider Boarding Pass Visa Application Acknowledgement Visa Refusal Letter	REASONS					
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☐ Medical Certificate ☐ Visa Application Acknowledgement ☐ Death Certificate ☐ Visa Refusal Letter	evidence might be checked and	I verified.				
Death Certificate	Letter of Offer form anot	her provider			Boarding Pass	
	☐ Medical Certificate				Visa Application Acknowledgement	
□ Travel Itinerary of Flight Ticket □ Administrative Appeals Tribunal Confirmation □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	☐ Death Certificate				Visa Refusal Letter	
	☐ Travel Itinerary of Flight	Ticket			Administrative Appeals Tribunal Confir	mation
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Review Date: September 2023

Document Name : Deferment_Suspension_Withdraw_Cancellation of Enrollment_Request Form RTO Code: 45720

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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 Fa	alse or misleading	statement, I ı	may be liable for	prosecution.	
Student's Signature				Date	
OFFICE USE ONLY					
Application Checked	Yes	☐ No			
Admin Fee Received	Yes			Amount	
	☐ No				
Student's Signature				Date	
OUTCOME					
APPROVED	REJECTED				
Comment:					
Signature					
Decided by				Date	

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