

REQUEST FORM

- DEFERMENT SUSPENSION
 WITHDRAW CANCELLATION OF ENROLMENT

STUDENT DETAILS

Student Name	<input type="text"/>		
Student ID	<input type="text"/>	Date of Birth	<input type="text"/>
Phone Number	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Course Enrolled	<input type="text"/>		

Are you leaving Australia? Yes No

*If yes, please attach a copy of your travel itinerary to this application and complete the overseas contact detail below:

Address	<input type="text"/>
Phone Number	<input type="text"/>

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 admission fee will be applied to process your requested.

Deferral or Suspension of course

From	<input type="text"/>	To	<input type="text"/>
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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)

Last date of Studies	<input type="text"/>
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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 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 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 before transfer approved.

Are you planning to go "catch up" classes to compensate the time lost during deferment or suspension? Yes

*If yes, please see Academic Manager to revise your Study Plan. No

REASONS

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 unable to attend classes)
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Misbehaviour
- Delay in issuing a Student Visa (Give details below)
- Visa refusal
- 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
- Medical Certificate
- Death Certificate
- Travel Itinerary of Flight Ticket
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- Boarding Pass
- Visa Application Acknowledgement
- Visa Refusal Letter
- Administrative Appeals Tribunal Confirmation
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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 False or misleading statement, I may be liable for prosecution.

Student's Signature

Date

OFFICE USE ONLY

Application Checked

Yes No

Admin Fee Received

Yes

No

Amount

Signature

Date

OUTCOME

APPROVED

REJECTED

Comment:

Signature

Decided by

Date