

# Deferral or Suspension of Enrolment Request Form

Students will complete this Deferment, Suspension or Cancellation of Enrolment Application Form and submit it to the college's student support officer if they need to postpone or suspend their course due to compassionate or compelling reasons.

**Notification:** Throughout the course variation procedure, it will be the student's obligation to maintain sufficient academic progress and financial stability. If the requirements are not satisfied, the student will be compensated and issued letters of academic intervention or warning.

Please note that if the student is unable to complete their studies as per the duration mentioned in their CoE, then it will be the student's responsibility to extend or apply for a new visa at their own cost/expense.

## STUDENT DETAILS

|                                                                                                                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Given Name:</b>                                                                                                                                                                                                                                                             |  |
| <b>Family Name:</b>                                                                                                                                                                                                                                                            |  |
| <b>Student ID:</b>                                                                                                                                                                                                                                                             |  |
| <b>Contact Number:</b>                                                                                                                                                                                                                                                         |  |
| <b>Residential Address:</b>                                                                                                                                                                                                                                                    |  |
| <b>Email Address:</b>                                                                                                                                                                                                                                                          |  |
| <b>Course(s) Enrolled:</b>                                                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                |  |
| <b>Are you leaving Australia?</b><br><br><input type="checkbox"/> <b>Yes</b> (If yes, please provide a copy of your itinerary with your application and fill out the overseas contact information below following DHA requirements.)<br><br><input type="checkbox"/> <b>No</b> |  |
| <b>Address:</b>                                                                                                                                                                                                                                                                |  |
| <b>Country:</b>                                                                                                                                                                                                                                                                |  |
| <b>Overseas Contact Number:</b>                                                                                                                                                                                                                                                |  |
|                                                                                                                                                                                                                                                                                |  |
| <b>Request Information:</b> (To indicate the sort of enrolment status needed for processing a deferral, suspension, or cancellation of enrolment, please check one of the choices below.)                                                                                      |  |
| <input type="checkbox"/> <b>Deferral of Course:</b> (Prior to the start of the course; a \$250 deferral fee)*<br><br>From _____ To _____                                                                                                                                       |  |
| <input type="checkbox"/> <b>Suspension of Course:</b> (A \$350 enrolment and suspension fee is now charged)*<br><br>From _____ To _____                                                                                                                                        |  |
| <input type="checkbox"/> <b>Cancellation of Course (Terminate the Enrolment Permanently)</b>                                                                                                                                                                                   |  |

If you desire to cancel the course and move to another accredited college within 6 months of study, please complete an application form for the release of the study.

**Reason for deferring, suspending, or cancelling your course:**

(Please select from the available choices.)

- ☐ **Serious injury or disease**  
(Where a medical certificate states that you are unable to attend classes.)
- ☐ **A student visa's issuance is delayed.**
- ☐ **Misbehaviour**
- ☐ **Loss of a close relative, such as parents or grandparents**  
(Where possible a death certificate should be provided.)
- ☐ **Other reason (specify):** \_\_\_\_\_

**Do you plan to enrol in 'catch up' classes to make up for the time you missed while on deferral or suspension?**

- ☐ **Yes** (If yes, you must bring a copy of your updated study plan and contact the student support officer)
- ☐ **No**

**VISA INFORMATION**

This written application must contain supporting documentation that will be evaluated and authorised by designated officers, including (where applicable) the student support officer and/or the admission team.

**When there isn't any evidence, you can use a death certificate, marriage certificate, police report, medical certificate, travel itinerary, letter of offer, or statutory declaration.**

Your student visa may be impacted by the process of deferring, suspending, or cancelling an enrolment. To avoid an unsatisfactory visa decision, you should visit the DHA website at <http://www.homeaffairs.gov.au/>, phone the DHA hotline at 131 881, or speak with your local DHA office for guidance.

You must inform the college as soon as possible if you return before the deferral or suspension stated date or anticipated date.

**STUDENT DECLARATION/ CONSENT**

I declare that the information provided above is accurate. I understand that providing false information or omitting relevant information about my application may cause a delay in its processing. I am aware that whether my enrolment is deferred, suspended, or cancelled may have an impact on my student visa. I have read and understood the enrolment policy and procedure. I allow the college permission to request official student records from any college of higher learning to make an informed decision on the application or issues about enrolment. If the Department of Home and Affairs (DHA) does not grant my request to postpone, suspend, or cancel my enrolment for more than 28 days, I may be forced to return to my own country (DHA). I must contact DHA to inquire about the status of my visa.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                                                                                              |  |                          |  |
|----------------------------------------------------------------------------------------------|--|--------------------------|--|
| <b>Officer Use Only</b>                                                                      |  |                          |  |
| This application is: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved |  |                          |  |
| Assessed by:                                                                                 |  | Position:                |  |
| Signature:                                                                                   |  |                          |  |
| Date:                                                                                        |  |                          |  |
| Deferral or Suspension Start Date:                                                           |  |                          |  |
| Deferral or Suspension End Date:                                                             |  |                          |  |
| Reason(s) / Comments(s):                                                                     |  |                          |  |
|                                                                                              |  |                          |  |
| <b>STUDY PLAN REVIEW</b>                                                                     |  | <b>FINANCE REVIEW</b>    |  |
| Review by: _____                                                                             |  | Review by: _____         |  |
| Date of Action: _____                                                                        |  | Date of Action: _____    |  |
| <b>ATTACHMENTS OF EVIDENCE REVIEW</b>                                                        |  | <b>PRISMS ACTION:</b>    |  |
| Review by: _____                                                                             |  | Review by: _____         |  |
| Date of Action: _____                                                                        |  | Date of Action: _____    |  |
|                                                                                              |  | Processed Copy on: _____ |  |
| <b>COLLEGE AUTHORITY</b>                                                                     |  |                          |  |
| Review by: _____                                                                             |  |                          |  |
| Date of Action: _____                                                                        |  |                          |  |