

Application to defer, suspend or cancel enrolment

Use this form to defer, suspend or cancel you enrolment. You **MUST** read Deferral, Suspension & Cancellation of Enrolment Policy & Procedure before making this application.

| Student Details: | |
|----------------------|--|
| Student Number: | |
| Full Name: | |
| Course Enrolled: | |
| Date of Application: | |

I wish to apply to: DEFER my enrolment *from* _____ *to* _____

SUSPEND my enrolment *from* _____ *to* _____

CANCEL my enrolment *from* _____ *to* _____

I am aware of the circumstances for deferral, suspension, or cancellation of my enrolment and the following is a brief summary of the reasons to support my application:

(Please attach any supporting documentation for your application)

Declaration by the student:

In signing this application I acknowledge:

- I am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my student visa.
- Where my application to defer, suspend or cancel my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Immigration and Boarder Protection (DIBP). I am responsible for contacting DIBP to clarify my visa status.

Student Name

Signature

Date

| Administration use only | | |
|---|------------------------------|-----------------------------|
| If applicable- relevant supporting documents attached. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the Application approved by the DOS/ Training Manager? Training Managers Signature: Date: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the Application requires follow up (if yes list what is required): _____ _____ _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Approval letter of deferment, suspension, or cancellation has been generated and sent to the student | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Copy of the Approval letter is filed in the student file | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The appropriate government agency(s) have been notified of the result of the students request (via PRISMS) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| RTO Manager Updated | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Accounts Notified | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Administrative tasks processed by: | Name: Date: | |