



## Student Deferral/Suspension/Cancellation/Leave Request Form

Course code and Name: .....

Student I.D: .....

Student name: .....

Current Address in Australia (if applicable): .....

.....

.....

Address in home country: .....

.....

.....

Contact phone number: .....

What is being requested:  Deferral

Suspension

Cancellation/ Withdrawal (do you need letter of release  **yes**  **no**)

Leave of Absence

Reason for the request:

.....

.....

.....

.....



**Important information:**

1. The Institute will only grant a deferral of commencement or temporary suspension of study if there are compassionate or compelling circumstances (Refer to the Deferral of commencement, suspension of studies, cancellation of enrolment Policy and Procedure for further details).
2. Attach any relevant supporting documentation to this application form, or as soon as possible after lodging this form.
3. This form will be assessed once all documentation has been received.
4. The Institute may ask for more documentation, if required.
5. Applications are processed within 5 working days after receipts of required documents.
6. Deferment, suspension or cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Please contact the Department of Immigration and Border Protection (DIBP) to seek advice on whether this will affect you.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved

Not Approved

REASON FOR REJECTION IF APPLICABLE:

.....

.....

.....

Authorised By:..... Signature: ..... Date: .....