Application to defer, suspend release or cancel enrolment

Use this form to defer, suspend, release or cancel your enrolment. You **MUST** read Deferral, Suspension & Cancellation of Enrolment Policy & Procedure and Overseas Student Transfers Policy and Procedure before submitting 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* _____

☐ RELEASE me *from* _____

For request of <u>deferral, suspension, or cancellation of enrolment</u> please provide the following:

☐ Indicate in the box below brief summary of the reasons to support your application

☐ Please attach supporting documents for your application

For request of <u>release</u> from CAC please provide the following:

☐ Valid offer letter from the new provider

☐ Indicate in the box below or in a separate letter the benefits of transferring from your current course of study:

(Please note: COE Variation Fee and/or Course Withdrawal Fee may be applied)

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Refund details (if applicable)

Please fill in the bank detail in block letters and ensure all details are correct.

Send the refund to:

Account Name	
Bank Name	
Bank Address	
Branch Number (BSB)	
Account Number	
SWIFT Code (oversea refund only)	

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 Home Affairs (DoHA).

- I am aware of my need to seek advice from immigration on the potential impact on my student visa.

- I am aware that the Deferment Fee will be applied on application submission.

- I am aware that the CoE Variation Fee and/or Course Withdrawal Fee will be applied once the Application to defer, suspend or cancel enrolment is approved as per my offer agreement.

- I am aware that if my application to defer, suspend, release or cancel enrolment is rejected, I have the right to appeal the decision according to the Complaints and Appeals Policy and Procedure, within 20 working days of the decision. Please refer to Complaints and Appeals Policy and Procedure at https://cac.edu.au/policies-and-procedures/

- I have read and understood the refund policy available from the college and the college website, and I am aware that refund decision will be made as per the policy.

Student Name	Signature	Date

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Office use only:	
Administration Department	Deferment fee received: ☐ Yes ☐ No ☐ N/A
Finance Department	☐ No – Outstanding fees ☐ Yes – Outstanding fees of $_____ must be cleared. ☐ Eligible refund of $ _____ ☐ N/A Date: _____ Signature: _____
Academic Department	Academic Progress: ☐ Satisfactory ☐ Not Satisfactory Attendance: ☐ Satisfactory ☐ Not Satisfactory Date: _____ Signature: _____
Comment:	

Student Admin to complete:

If applicable- relevant supporting documents attached.	☐ Yes	☐ No	☐ N/A
Does the Application requires follow up (if yes list what is required)?	☐ Yes	☐ No	☐ N/A
Deferment	☐ Approved	☐ Rejected*	☐ N/A
Suspension	☐ Approved	☐ Rejected*	☐ N/A
Cancellation	☐ Approved	☐ Rejected*	☐ N/A
Release	☐ Approved	☐ Rejected*	☐ N/A
Approval letter of deferment, suspension, release or cancellation has been generated and sent to the student	☐ Yes	☐ No	☐ N/A
Student Refund Notified	☐ Yes	☐ No	☐ N/A
Copy of the Approval letter is recorded in the student file	☐ Yes	☐ No	☐ N/A
The appropriate government agency(s) have been notified of the result of the students request (via PRISMS)	☐ Yes	☐ No	☐ N/A
PRISMS refund updated	☐ Yes	☐ No	☐ N/A
Student Management System Updated	☐ Yes	☐ No	☐ N/A
Accounts/ Training Manager Notified	☐ Yes	☐ No	☐ N/A

Administrative tasks processed by: _____ Date: _____

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* Please note the grounds for rejection below:

Refund Calculation (if not applicable, please write N/A)

Refund authorised by:

Signature:

Date: