

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:	

Student Address

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
Student Management System 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:	