



Registered Training Organisation: 45445

CRICOS Provider: 03728B

DEFERRAL REQUEST FORM			
Policy code	DRF-001	Version 1.0	Effective date: January 2021

Student Details

First Name: _____ Last Name: _____
Date of Birth: ____/____/____ Student Number: _____
Course Enrolled: _____
Postal Address: _____

Email: _____ Phone: _____

I wish to apply to:

- CANCEL my Enrolment for the courses / or _____
- DEFER my Enrolment New course start date: ____/____/____
- SUSPEND my Enrolment From Date: : ____/____/____
- Course Change Request: [Please explain in details at the below:

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 all supporting documentation for your application
- Please allow 10 business days to process your request

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. I am responsible for contacting Department of Home Affairs in relation to my student Visa status.

Name: _____ Date: ____/____/____ Signature: _____

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OFFICE USE ONLY:

Date Applicant to Defer, Suspend or Cancel Received: _____/_____/_____
 Application Received By: _____

If Applicable – Relevant supporting documents attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant been approved by the Accounts Department? Accounts Officer: _____ Date of Approval: ____/____/____ Signature: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant been approved by the College Manager? College Manager: _____ Date of Approval: ____/____/____ Signature: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant been approved by the Student Liaison Officer? Has the release letter application been approved by the SLO? Student Liaison Officer: _____ Date of Approval: ____/____/____ Signature: _____	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <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
Approval letter of deferment, suspension, or cancellation has been generated and sent to the student	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Application administrative tasks processed by: _____ Date: ____/____/____
 Application outcome updated on Axcelerate by: _____ Date: ____/____/____

Comments:
