

Deferral, Suspension and Withdrawal Form

Section 1 – Student Details

Name:		Student ID:	
Email:		Mobile:	
Residential Address:			
Course:			

DEFINITIONS:

Deferral: means to delay the commencement of a course.

Suspension: means after commencement of a course, the student wishes to suspend their studies for a period of time.

Withdrawal: means a student that wishes to withdraw from a commenced course

Section 2 – Change Details at STUDENT REQUEST (Please tick the applicable section)

<input type="checkbox"/> I wish to DEFER the commencement of my course. I understand my deferral will be subject to course availability.			
<input type="checkbox"/> I wish to WITHDRAW my enrolment in this course. I understand I need to abide by the Refunds Policy.			
<input type="checkbox"/> I wish to SUSPEND my enrolment in this course. I understand I need to abide by the Refunds Policy.			
Deferral/Suspension Date: (what date do you wish to defer to?)	/	/	to / /
Deferral/Suspension Reason: (what is preventing you from commencing your course on the agreed starting date?)	Please attach supporting documentation with this form		
Signature		Date:	/ /
Withdrawal Date:	/	/	
Withdrawal Reason:	Please attach supporting documentation with this form		
Signature		Date:	/ /

Any change in an enrolment requires enough documentation attached to this form.

Section 3 – Authorisation OFFICE USE ONLY				
Finance has cleared this request		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Requested Change has been approved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Signature:			Position:	
Print Name:			Date Processed:	
Changed in SMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Logged By:			Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Sent By:			Signature:	