DEFERMENT/SUSPENSION/CANCELLATION OF STUDY APPLICATION FORM

Notice to applicant:

- Student must apply at least 3 weeks in advance with complete application form and valid supporting documents.

I am applying to (Select one): ☐ Deferment ☐ Suspension ☐ Cancellation of study

Name: _____
First Middle Last

Address: _____

_____

Student ID: _____ Mobile Phone:_____

Email: _____

COURSE DETAILS
Course title:
Course code:
DETAILS OF DEFERMENT/SUSPENSION/CANCELLATION OF STUDY
Start date: Return to study date:
Reason for suspension/deferment: …… …… ……
APPLICANT'S DECLARATION
I declare that the information supplied on this form and the information given in support of my application is correct, true and complete. I understand that my application for suspension/deferment may delay my course completion and may involve additional tuition fees and other related cost. Signature: …… Date: ……
OFFICE USE ONLY:
Supporting documents attached: ❑ **Yes** ❑ **No**
Letter of Approval Authorisation: ❑ **Yes** ❑ **No** **CEO's Signature:**

Notification to student-Rejection	**Date:**
Notification to student-Letter of Approval	**Date:**
Notification to DIAC via PRISMS (if approved)	**Date:**
Update on TAIE system (note):	**Date:**
Update student roll/attendance:	**Date:**
Update student register control:	**Date:**
Update student tracker:	**Date:**
Update timetable:	**Date:**