

Application to Defer, Suspend or Cancel Enrolment Form

STUDENT DETAILS

Student Number (if applicable)	<input type="text"/>	Date of Birth	<input type="text"/>
Last Name	<input type="text"/>		
First Name	<input type="text"/>		
Course Enrolled	<input type="text"/>		
Postal Address	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>

I wish to apply to:

- CANCEL my enrolment for all the courses / or
- DEFER my enrolment. New course start date
- SUSPEND my enrolment. From date to 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	<input type="text"/>		
Date	<input type="text"/>	Signature	<input type="text"/>

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ADMINISTRATION USE ONLY

Date Application to Defer, Suspend or Cancel received

Application received by

If applicable- relevant supporting documents attached: Yes No

Has the application been approved by the Accounts Department? Yes No

Accounts Officer

Date of approval

Signature

Has the application been approved by the Records Manager? Yes No

Accounts Officer

Date of approval

Signature

Has the application been approved by the Admin Manager? Yes No

Admin Manager

Date of approval

Signature

The appropriate government agency(s) have been notified of the result of the students request (via PRISMS) Yes No

Approval letter of deferment, suspension, or cancellation has been generated and sent to the student Yes No

Application administrative tasks processed by Date

Application outcome updated on Wisenet by Date

Comments