

Application to Defer, Suspend or Cancel Enrolment

• Students are requested to complete and submit this form if they want to Defer, Suspend or Cancel Enrolment.

• Please allow upto 10 working days for your application to be processed.

• Please attach copy of supporting documents with this application.

1. Course details

Student ID _____ Title Mr. Mrs. Ms. Miss Other

Surname/Family Name _____ Given Name _____

D.O.B _____ Tel _____

Mobile _____ Email _____

Local Address _____ Suburb _____ Postcode _____

Overseas Address _____

Overseas Contact Number _____ Passport No. _____

2. Course(s) Enrolled

General English
 English for Academic Purposes(EAP)
 BSB30115 Certificate III in Business
 BSB40215 Certificate IV in Business
 BSB50215 Diploma of Business
 B60215 Advanced Diploma of Business
 BSB51918 Diploma of Leadership and Management
 BSB61015 Advanced Diploma of Leadership and Management

3. Application for

I _____ STUDENT NAME _____ wish to apply for:

DEFERMENT of commencement of studies (*postponement prior to commencement of the course*)

Deferred start date (DD/MMM/YYYY)
 Deferred end date (DD/MMM/YYYY)
 Supporting documents attached Yes
 No
 N/A

SUSPENSION of my studies (*temporary postponement of enrolment during studies*)

Deferred start date (DD/MMM/YYYY)
 Deferred end date (DD/MMM/YYYY)
 Supporting documents attached Yes
 No
 N/A

CANCELLATION of my enrolment (*cessation of enrolment in course*)

Course end date (DD/MMM/YYYY)
 Supporting documents attached Yes
 No
 N/A

If you apply for cancellation, do you need a release letter?
 Yes
 No

4. Reason for Suspension / Deferment / Cancellation

Financial hardships (*Have you discussed a Payment Plan*) **(For Cancellation only)*
 Unable to cope with the course undertaken **(For Cancellation only)*
 Family Bereavement (Please attach documentary evidence)
 Illness (Please attach a letter from a registered Medical Practitioner)
 Compassionate and compelling circumstances (Please attach documentary evidence)
 Visa issues. Please attach evidence (if available)
 Others (Please Explain) _____

* Please attach relevant documents in support of your application

5. Student's Declaration

- A. I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- B. I understand that my Deferral or Suspension will be reported to the ESOS Agency and Department of Home Affairs Immigration and Citizenship.
- C. I am also aware that the decision to grant my deferment or suspension of enrolment may affect my Student visa.
- D. I authorize Windsor College to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- E. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of my application or a withdrawal of the offer of a place.
- F. I declare that 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 Home Affairs.
- G. I understand that if the period of Deferment or suspension is such that I will not be able to complete this course by the Proposed Course End Date indicated on the original COE, a new COE will be issued with the extended study period to allow me to complete my course. It is my responsibility to check with Department of Home Affairs at its earliest in regards to the visa period and whether a new visa is required to cover the extended duration.
- H. I understand that the submission of this form has no bearing on my financial relationship with the Windsor College, or modify any fees owing.

Student Signature : _____

Date: _____ (DD/MMM/YYYY)

DEFINITIONS:

Deferral: means to delay the commencement of a course.

Suspension: means to temporarily delay the enrolment once the course has commenced.

Note:

- The College may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:
- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class is required); or
- In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).
- In the event of the unavailability, in a particular study period, of key or prerequisite units resulting in a significantly reduced study load. This ground is only available if the deferral allows the student to return to the college with a fuller load in a subsequent study period.
- Applications must be submitted at least 10 working days before the requested Deferral/Suspension date.
- If approved, the Windsor College will report your deferral or suspension to the Department of Home Affairs (DHA) Immigration and Citizenship which may affect the status of your Visa. If you require more information as to how this action may affect your Visa status, please contact your local DHA office or phone the DHA helpline 131 881.

For office use only

Received by _____ Signature _____ Date _____ Approved Not Approved Date _____

If Approved:

Deferred Commencement Date _____ Granted Date _____

Suspension Granted from date _____ to date _____

Process by

Name		PRISMS Update	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Signature		Supporting documents attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Date		RTO Manager Updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		Notification to student attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Comments _____