



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 _____

Course Start Date _____ Local Address _____

Suburb _____ Postcode _____

Overseas Contact Number _____ Overseas Address _____

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 BSB51915 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 SUSPENSION of my studies CANCELLATION of my enrolment

(postponement prior to commencement of the course) *(temporary postponement of enrolment during studies)* *(cessation of enrolment in course)*

4. Reason for Suspension / Deferment / Cancellation

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

Financial hardships *(Have you discussed a Payment Plan) *(For Cancellation only)* Unable to cope with the course undertaken* *(For Cancellation only)*

Family Bereavement Illness *(Medical Certificate Required)*

Other compassionate and compelling circumstances *(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 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.
- C. 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.
- D. 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.
- E. 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.

Student Signature : _____

Date: _____ (DD/MMM/YYYY)

For office use only

Approved Not Approved Received by _____ Date _____ Processed by _____ Date _____

Comments _____

Passport No. Checked YES No Last Class Attended _____ CoE No. _____

PRISMS Update Yes No Date _____ (DD/MMM/YYYY) Jobready Updated Yes No Date _____ (DD/MMM/YYYY)