

# DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT APPLICATION FORM

If you wish to defer, suspend or cancel your course, you must complete a Deferment, Suspension or Cancellation of Enrolment Application Form and submit the form to the Reception at Sydney English House. A \$350 application fee is payable before the application is processed by the Admin Department.

## STUDENT DETAILS:

First Name:		Family Name:	
Phone:		Email Address:	
Student ID:		Course Enrolled :	
Refund Payment Details (\$350 Application Fee)			
Bank Name:		Account Name:	
BSB:		Account Number:	

**REQUEST INFORMATION:** *(Please tick one of the following options below to indicate the type of enrolment status required for processing. A \$350 application fee is payable before the application is processed.)*

I wish to	Reasons <i>(Please tick one of the following options)</i>	Attach Documentation
<input type="radio"/> <b>Defer my course: (Prior to course commences)</b>  From: / / To : / /  <input type="radio"/> <b>Suspend my course: (During the current enrolment)</b>  From: / / To : / /  <input type="radio"/> <b>Cancel my course: (Terminate the Enrolment Permanently)</b> <i>Please use an application form for release of study if you wish to withdraw from the course and transfer to another educational provider</i>	<input type="radio"/> <b>Visa refused</b>	<ul style="list-style-type: none"> <li>• Visa refusal letter issued by DHA</li> </ul>
	<input type="radio"/> <b>Medical Reasons</b>	<ul style="list-style-type: none"> <li>• Medical Certificate/s (clear indication of unfitted period of study)</li> <li>• Relationship Certificate (If Patient is student's close family member)</li> <li>• Return Travel Itinerary (If student is overseas during deferment/suspension period)</li> </ul>
	<input type="radio"/> <b>Other Compassionate and/or Compelling reasons</b>	<ul style="list-style-type: none"> <li>• Supportive Documents</li> </ul>
	<input type="radio"/> <b>Transfer to another Education Provider</b>	<ul style="list-style-type: none"> <li>• Letter of Offer from another institution</li> <li>• Statement of reasons</li> </ul>

<i>within 6 months of the principal course.</i>		<ul style="list-style-type: none"> <li>• <b>Other Supportive Documents</b></li> </ul>
	<input type="radio"/> <b>Other</b> _____	

<b>Are you planning to do 'catch up' classes to compensate the time lost during deferment or suspension?</b> <i>(If Yes, please see Course Coordinator to revise your study plan and a copy must be attached)</i>	<input type="radio"/> Yes <input type="radio"/> No
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<b>Are you leaving Australia?</b> <i>If Yes, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements.</i>	<input type="radio"/> Yes <input type="radio"/> No
Address:	
Country:	Overseas Contact Number:

### VISA INFORMATION:

This written application must include supporting documentary evidence to be assessed and approved by authorised officers (Administration Manager, and Principal Executive Officer) including (where appropriate):

**Death Certificate, Marriage Certificate, Police Report, Medical Certificate, Travel Itinerary, Letter of Offer or a Statutory Declaration where evidence is unavailable.**

The process of deferring, suspending or cancelling an enrolment may affect your student visa. If you have any enquiries, you should visit the DHA website <https://www.homeaffairs.gov.au/> or call the **DHA helpline on 131 881** or contact your **local DHA office** for advice to prevent an unsatisfactory visa outcome.

If you return prior to the deferment or suspension stated date or expected date, you must notify Sydney English House as soon as possible.

<b>Student Declaration / Consent:</b>			
<p>I declare that the information provided above is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application. I am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Student Visa. I authorise Sydney English House to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment. 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 (DHA). I am responsible for contacting DHA to clarify my Visa status.</p>			
Student Signature:		Date:	



Finance Department use ONLY					
<b>A \$350 application fee is payable before the application is processed.</b>					
Received by:		Signature:		If application is rejected, the application fee will be refunded in Australian Dollars.	
If the application is approved and students are eligible for a refund, any refunds are processed within 28 days of receiving the written request via the Refund Application Form.				Refund: \$350 Application fee	
If the Cancellation Request is approved, is the student eligible for a refund?	<input type="radio"/> Yes , Total Refund: <input type="radio"/> No			Date:	
				Initial:	

\* Standard payment accepted include debit and credit cards (Visa and MasterCard, bank transfer or cash all in AUD. 1.5% surcharge will apply to all credit card transactions. Credit card payments accepted over the phone. No refund will be given after an approved deferment or suspension.

Admin Department use ONLY					
<input type="radio"/> Visa refusal letter <input type="radio"/> Passport copy <input type="radio"/> Statement of reasons <input type="radio"/> Others:					
<input type="radio"/> Letter of offer from other institution <input type="radio"/> Medical certificate/s <input type="radio"/> Evidence of compassionate and / or compelling circumstances <input type="radio"/> Return home flight ticket					
<input type="radio"/> Approved	Additional information/reason:			<input type="radio"/> Not Approved	Reason:
Deferral or Suspension Start Date:		Deferral or Suspension End Date:		Cancel Date:	
Assessed by:		Signature:		Date:	



Action Items:	Date:	Initial:
Academic Department Action		
Revise Individual Study Plan		
Admission Action		
Approved form received by ADM		
Revised Letter of Offer sent to student		
PRISMS Action		
CoE/s cancelled		
New CoE/s issued		
Student Default reported on PRISMS (offshore visa refusal only)		
Outcome recorded in PRISMS (offshore visa refusal only)		
RTO Manager Action		
Course Status Updated		
Notice of decision sent to student*		
Notice of release sent to student (if approved)		
Finance Department has been informed of the decision		
* Once sufficient documents and application fee received, for visa refusal: Three (3) working days from receipt of form by ADM. For all other cases: five (5) working days from receipt of form by ADM		