Application to Defer, Suspend or Cancel Enrolment Form

Student Details:			
Student ID Number: (if applicable)		**Date of Birth:**	
Last Name:			
First Name:			
Course Enrolled:			
Postal Address:			
Email Address:		**Mobile No.**	

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 detail at the below]

☐

I am aware of the circumstances for deferral, suspension, or cancellation of my enrolment and the following is a 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 DHA in relation to my student Visa status.

Student Name:			
Date:		**Student Signature:**	

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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 Training Coordinator?	☐	Yes	☐	No
Training Coordinator				
Date of Approval				
Signature				
Has the application been approved by the Admin Manager?	☐	Yes	☐	No
Has the release letter 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				
Application outcome updated on axcelerate by:	☐	Yes	☐	No
Comments:				