



Deferral, Suspension or Withdrawal Form

Student Details

Student name	
Student ID	
Course	
Course Intake	
Campus	

Request details

Request	<input type="checkbox"/> Deferral <input type="checkbox"/> Suspension <input type="checkbox"/> Withdrawal
Date deferral / suspension to commence	
Date deferral / suspension to end	
Reason	

Student declaration

By signing this form, I certify that the information provided in this form is true and correct.

I am aware that:

- should my request be denied, then I can appeal the decision with 20 working days in accordance with the Complaints and Appeals policy. You may refer to the Student Handbook for more information.
- should the request to grant my deferral, suspension, or cancellation of enrolment be approved, my student visa may be affected. Where I am not enrolled in any course for a period of more than 28-days, I may be required to return to my home country unless approved by the Department of Immigration and Border Protection (DIBP). **This is only applicable to international students.**

Student signature	
Student name	
Date	



Admin Use Only			
Name			
Position			
Action	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Reason for decision			
Logged in RTO Data	<input type="checkbox"/> Yes <input type="checkbox"/> No Logged by:	Date	
Refund processed (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Confirmation of decision letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No Sent by:	Date	
Appeal lodged	<input type="checkbox"/> Yes <input type="checkbox"/> No Reference number:	Date	
CEO signature			
Date			