T: +61 (2) 8542 0459
E: info@aicc.edu.au
www.aicc.edu.au

Campus:
L4, 11-15 Deane Street
Burwood, NSW 2134

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 Australia International Construction College. A $200 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:			

REQUEST INFORMATION: *(Please tick one of the following options below to indicate the type of enrolment status required for processing.)*

I wish to	Reasons *(Please tick one of the following options)*	Attach Documentation
○ **Defer my course: (Prior to course commences)** **From: / / To : / /** ○ **Suspend my course: (During the current enrolment)** **From: / / To : / /** ○ **Cancel my course: (Terminate the**	○ **Visa refused**	• **Visa refusal letter issued by DHA**
	○ **Medical Reasons**	• **Medical Certificate/s (clear indication of unfitted period of study)** • **Relationship Certificate (If Patient is student's close family member)** • **Return Travel Itinerary (If student is overseas during deferment/suspension period)**
	○ **Other Compassionate and/or Compelling reasons**	• **Supportive Documents**

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Enrolment Permanently) *Please use an application form for release of study if you wish to withdraw from the course and transfer to another educational provider within 6 months of the principal course.*	○ **Transfer to another Education Provider**	• **Letter of Offer from another institution** • **Statement of reasons** • **Other Supportive Documents**
	○ **Other**_____	

Are you planning to do 'catch up' classes to compensate the time lost during deferment or suspension? *(If Yes, please see Course Coordinator to revise your study plan and a copy must be attached)*	○ Yes ○ No

Are you leaving Australia? *If Yes, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements.*		○ Yes ○ 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 Australia International Construction College as soon as possible.

Student Declaration / Consent:
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 Australia International Construction College 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.

Student Signature:		Date:	

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Finance Department use ONLY			
A $200 application fee is payable before the application is processed.			
Received by:		Signature:	
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.			
If the Cancellation Request is approved, is the student eligible for a refund?	○ **Yes , Total Refund:** ○ **No**	**Date:**	
		Initial:	

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

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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		