



# Deferment, Suspension and Cancellation of Enrolment Form

## About this form

This form is to be utilised for Deferment from studies, Suspension of Enrolment and Cancellation of Enrolment.

Standard 9 of National Code 2018 allows student, to defer or suspend their studies on compelling and compassionate grounds, Misbehaviour by the student, failure to pay required fees to the College, not satisfactory attendance and course progress.

Students need to fill this form and submit this form to the Student Support Officer with supporting documents. Academic Manager will review your request and may approve or cancel your request. The Administration team of AuSC will inform you the result of your request within 20 days of your application.

## Student details

Full Name

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Student Id

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Date of Birth

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Email

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Phone

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Address

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Course Enrolled

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## Student request for

<input type="checkbox"/>	Deferment
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Start Date:

End Date:

Supporting Documents Attached  Yes  No

<input type="checkbox"/>	Suspension
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Start Date:

End Date:

Supporting Documents Attached  Yes  No

<input type="checkbox"/>	Cancellation
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Course End Date:

Supporting Documents Attached  Yes  No



## Reason for Deferment / Suspension / Cancellation

Provide a brief reason for your request

## Student Declaration

- a) I declare that the information supplied by me to support my application is correct and complete.
- b) I am aware that my deferment or suspension from my studies will be reported to ESOS agency and Department of Home Affairs.
- c) I am aware that my deferment or suspension from my studies may affect my Student Visa.
- d) 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 more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs.
- e) I am aware that after Deferment or Suspension of my studies, I will not be able to complete my course on the proposed course end date as mentioned on the original CoE given at the time of Enrolment. I will be issued with a new COE with the extended study period to allow me to complete my course. It is my responsibility to arrange a visa for the extended period with the Department of Home Affairs.
- f) I am aware that I have to clear all my dues with AuSC to seek approval for my request of deferral, suspension or cancellation.

## Student Checklist

Tuition fee paid up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assessment cleared up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting documents submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deferment fees paid (\$200)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student Name	
Student Signature	
Date	



**For Office Use Only**

Documents Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
College dues cleared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Updated Axcelerate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Updated PRISMS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Issued Deferment / Suspension / Cancellation Letter on	<input type="checkbox"/> Yes <input type="checkbox"/> No
Updated Training Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
AuSC Officer Name	

<b>CEO / Academic Manager Action</b>	
Action	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reason for the Decision</b>	
Signature of CEO / AM	
Date of Approval	