



CHOICE BUSINESS COLLEGE

APPLICATION FOR DEFERMENT, SUSPENSION/LEAVE, CANCELLATION OF STUDIES

Student FULL Name:

Current Course & Course Code:

Date of Commencement of Study

APPLICATION FOR: DEFERMENT SUSPENSION/LEAVE CANCELLATION OF ENROLMENT

FULL DETAILS OF YOUR COMPASSIONATE / COMPELLING REASON/S WITH EVIDENCE MUST BE ATTACHED. Students are to receive a copy of the *Deferring, Suspending or Cancelling Students Enrolment Policy and Procedure* and *Complaints and Appeals Policy and Procedure* with this application.

A decision must be provided to the student within 10 working days from the date of receipt of a completed, signed and dated application form with required evidence.

Suspensions of study will not be granted for more than a 1 month period. Students who defer or suspend their studies for more than 28 days must return home unless there are exceptional circumstances which prevent them from travel such as a medical condition.

Students should seek advice from the Department of Immigration and Border Protection (DIBP) regarding any change to their enrolment status and possible implications to their student visa.

REASON FOR REQUEST: (ATTACH ADDITIONAL PAGES AS NEEDED)

RELEVANT DATES	
From	To

- I have been provided with a copy of the *Deferment, Suspension and Cancellation & Complaints and Appeals Policies and Procedures* with this application form YES NO



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2. I understand I need to contact DIBP in regard to the status of my student visa as I may be at risk of my visa being cancelled.

Student FULL Name, Signature & Date

Office Use only:

OUTCOME: Approved Not Approved

Reason declined:

Decision Maker Name, Signature and Date

Choice Business College Pty Ltd t/a Choice Business College

Sydney Campus: Level 5, Suite 2/460 Church Street, Parramatta, NSW 2150 Tel: (02) 9630 6999

Melbourne Campus: Level 6, 341 Queen Street, Melbourne, VIC 3000 Tel: (03) 9670 0656

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National Provider Code: 41297 | CRICOS Provider Number: 03444C

Std 13 suspend withdraw cancel leave application form V2.0 - 29/08/2017