



Deferment, Suspension or Cancellation of Enrollment Application Form

Section A: Personal Information

Student Name: Student ID Number:
Contact Number: Email Address:
Date of Birth: Gender: [ ] Female [ ] Male
Current Residential Address:
Course Enrolled:
Course Commencement Date: Course Completion Date:

Are you leaving Australia?: [ ] Yes [ ] No If YES, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DIAC requirements:

Unit/House: Street:
Suburb or District: State:
Country: Overseas Contact Number:

Section B: Request Information

B1. Please tick one of the following options below to indicate the type of enrollment status required for processing deferment, suspension or cancellation from studies.

- [ ] Deferral of Course - prior to course commences
[ ] Suspension of Course - during the current enrollment
[ ] Cancellation of Course - terminate the enrollment 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 study.)

B2. Please tick one of the following options to indicate the reason for deferring, suspending or cancelling your course.

- [ ] Serious illness or injury, where a medical certificate states that you are unable to attend classes.
[ ] Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
[ ] Delay in issuing a student visa.
[ ] Misbehavior
[ ] Other reason for my request:

B3. Are you planning to do 'catch up' classes to compensate the time lost during deferment or suspension?

- [ ] Yes [ ] No (If yes, please see Academic Manager to revise your study plan and a copy must be attached)

Section C: Visa Information

If you wish to defer or suspend your course due to compassionate or compelling circumstances, you must complete a Deferment, Suspension or Cancellation of Enrollment Application Form and submit the form to the Administration Office at Windsor Institute of Commerce.

This written application must include supporting documentary evidence to be assessed and approved by authorized officers (Academic Manager, Administration Manager, and Principal Executive Officer) including (where appropriate): Death Certificate, Marriage Certificate, Police Report, Medical Certificate, Travel Itinerary or a Statutory Declaration where evidence is unavailable.

The process of deferring, suspending or cancelling an enrollment may affect your student visa. If you have any enquiries, you should visit the DIAC website www.immi.gov.au or call the DIAC helpline on 131 881 or contact your local DIAC office for advice to prevent an unsatisfactory visa outcome.



# WINDSOR INSTITUTE OF COMMERCE

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Level 5, 127 Liverpool Street  
Sydney NSW 2000 Australia

If you return prior to the deferment or suspension stated date or expected date, you must notify Windsor Institute of Commerce as soon as possible.

## Section D: Declaration

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.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

This application has been assessed and approved  or rejected  by

<b>Position:</b>		<b>Print Name:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>Deferral or Suspension Start Date:</b>			
<b>Deferral or Suspension End Date:</b>			
<b>Reason/Comment:</b>			

PRISMS Action by:		Processed Copy on Student File
Date of Action		

Finance Review by:		Stamp of Approval
Date of Review		

Attachments of Evidence Review by :		Stamp of Approval
Date of Review		

Genius Review by:		Stamp of Approval
Date of Review		