



# Deferral Suspension Cancellation – Course Change Form

Section 1	Request	Student	Staff
Date Raised:	DEFERRAL	<input type="checkbox"/>	<input type="checkbox"/>
Name of staff who received:	SUSPENSION	<input type="checkbox"/>	<input type="checkbox"/>
Staff Signature:	CANCELLATION	<input type="checkbox"/>	<input type="checkbox"/>
	Course change ATCWA		

## Section 2

### Reason: (Please attach any supporting documentation)

Student Name:

Student ID:

Course Code and Name:

Explain Reason for: \_\_\_\_\_ (chose one from the request options)

List Supporting documents attached:

### Acknowledgement (Student Only)

I am aware that should the request to grant my deferral, suspension, or cancellation of enrolment be approved, then 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 Home Affairs.

I am also aware that should my request be denied, then I can appeal the decision in accordance with the Complaints and Appeals process.

### STUDENT

Print Name

Signature



Date	
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Authorisation			
Section 3			
Action to be taken:	DEFERRAL	SUSPENSION	CANCELLATION
Granted (tick)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commencement Date:		Resumption Date:	
Course change ATCWA: Granted (Tick) / Denied (Tick) From: ATCWA Course (Name Code) _____ To: ATCWA Course (Name Code) _____  Last date attended in current course: _____ Offer for new course intake date: _____			
Comment:			
Signed:		Position:	

Admin Use Only			
DSC Register			
Logged in DSC Register:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Logged by:		Signature:	
Formal Correspondence			
Formal Correspondence Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Sent by:		Signature:	
Appeal of Decision			
Appeal Lodged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: