

# Deferral, Suspension & Cancellation Form

## DSC

This form is to be used when an international student:

- Requests deferral of course start date (applies prior to course commencement)
- Requests suspension of a course (applies after course commencement) includes notice of absence
- Applies to change course
- Applies to cancel enrolment

Please refer to the Deferring, Suspension and Cancellation Policy and Refund policy available at [www.qthc.edu.au](http://www.qthc.edu.au) or from the International Student Support Officer.

International students studying on a student visa must be aware that any change to their enrolment may affect their student visa.

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

Name of Student:

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address:

Email address:

### Section 1 – CHOOSE ONE ONLY

I would like to apply to Defer my enrolment

Original commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_      New Commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you wish to defer the commencement of your course you must demonstrate that special circumstances (compassionate and compelling circumstances) apply. Please attach supporting evidence/documentation to this completed form.

Note: International students may only defer commencement of their course for a maximum of six (6) months and special circumstances must apply

I would like to apply to Suspend my enrolment (this also includes leave of absence)

Start of suspension date: \_\_\_\_/\_\_\_\_/\_\_\_\_      End of suspension date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you wish to suspend your course you must demonstrate that special circumstances (compassionate and compelling circumstances) apply. Please attach supporting evidence/documentation to this completed form. Please note, students can only temporarily suspend for a maximum period of six (6) months.

I would like to change my course

Current course: \_\_\_\_\_

Course you wish to change into: \_\_\_\_\_

Do you wish to apply for credit transfer or Recognition of Prior Learning (RPL) for your new course:       Yes     No

I would like to cancel my enrolment and DO NOT need a release letter as I am NOT transferring provider\*

Final date of your enrolment: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*If you are transferring to another registered provider within 6 months of starting your primary course, do not use this form. You must complete the Transfer of Provider Request Form and obtain a release letter (if approved).

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# Deferral, Suspension & Cancellation Form

## Section 2 – Please provide details below as to why you are requesting a Deferral, Suspension or Cancellation

**PLEASE ATTACH SUPPORTING EVIDENCE**

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## Section 3 – Acknowledgement

I am aware that should my request to grant my deferral, suspension, change of course or cancellation of enrolment be approved, that 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 Department of Immigration and Border Protection (DIBP).

If your request is approved, Quality Training & Hospitality College is require to notify Department of Education via PRISMS, of the change in your enrolment status.

I am also aware that should my request be denied, I have 20 days to initiate an appeal in accordance with the Complaints and Appeals process.

## STUDENT

Print Name			
Signature		Date:	___/___/___

## OFFICE USE

### Section 2

Received by:		Date	___/___/___
Assessed/Approved by		Date	___/___/___
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date letter issued	___/___/___

Action required if approval granted

Prisms	___/___/___
Vettrak database updated	___/___/___
Refund policy applied (if applicable)	___/___/___
Teaching Department advised	___/___/___
Education Agent advised	___/___/___