

DEFERRAL, SUSPENSION OR CANCELLATION APPLICATION FORM (Domestic Student)

- Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.
- Please ensure that supporting documents are attached with this application.

Date (DD/MM/YYYY): / /		Email Address:	
Student No.:		Mobile Phone No:	
Given Name:		Address:	
Family Name:		Suburb:	
Date of Birth : / /		USI No.:	
Course Code & Name:			
I would like to apply for: tick (✓) relevant option			
<input type="checkbox"/> A. Deferral of Commencement			
Initial Start Date:	/ /	Supporting document attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Deferred Start Date:	/ /		
Reason for Deferral:			
.....			
.....			
.....			
(if space is not enough, please attached additional document)			
<input type="checkbox"/> B. Suspension			
Suspension Start Date:	/ /	Supporting document attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Suspension End Date:	/ /		
Reason for Suspension:			
.....			
.....			
.....			
(if space is not enough, please attached additional document)			
<input type="checkbox"/> C. Cancellation			
Cancelled Date:	/ /	Supporting document attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Reason for Cancellation:			
.....(continue overleaf)			
<i>(Continue)</i> Reason for Cancellation:			

.....

 (if space is not enough, please attached additional document)

DECLARATION

I declare that the information I have provided to the College is true and correct. I understand that the submission of this form has no bearing on my financial relationship with the Einstein College of Australia, or modify any fees owing.

Student Signature:

DEFINITIONS:

Deferral: means to delay the commencement of a course.

Suspension: means to temporarily delay the enrolment once the course has commenced.

Cancellation: means the cessation of an enrolment from a course.

Note:

The College may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:

- On medical grounds (a medical practitioner’s certificate indicating the student is unable to attend class is required); or
- In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).
- In the event of the unavailability, in a particular study period, of key or prerequisite units resulting in a significantly reduced study load. This ground is only available if the deferral allows the student to return to the college with a fuller load in a subsequent study period.

Applications must be submitted at least 10 working days before the requested Deferral/Suspension date.

Cancellation of enrolment applications will be accepted only if they are made in writing, on this form or by email, fax or post, signed by the student and sent to the College's Director of Studies. Cancellation of enrolment will trigger the refund arrangements in the Written Agreement between the College and the student. Students who cancel their enrolment and believe they are due for a refund must also apply for a refund. Refund applications must be made in writing to the College's Chief Executive Officer. The student Refund Application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds that are payable will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.

The full Fees and Refund Policy and Procedure is available on the website at: <https://www.einsteinCollege.vic.edu.au/pdfs/Fees-and-Refund-Policy-and-Procedures.pdf>

FOR OFFICE USE ONLY			
Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /	
Approved By:	Name:	Supporting documents attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Signature:	Notification to student attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Wisenet Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			

N/A = not Applicable