

Application to Defer, Suspend or Withdrawal Form

Purpose of this form:

This form should be completed by students, who would like to defer, suspend or withdraw from their current or scheduled studies at the Higher Education Australia (HEA).

Instructions:

1. Before completing this form, please carefully read and understand the HEA's Enrolment Variation Policy and Enrolment Variation Procedure which can be found on our website.
2. If you are an international student, before completing this form, you should consult with the HEA's Student Support Services about the potential impacts of such application on your student visa status.
3. Please carefully read and address the sections of this form that are applicable to your request. If you need assistance understanding this form, contact HEA's reception or Student Support Services or visit them in person or email them at studentsupport@highereducationaustralia.org.
4. Complete this form by typed response, for us to properly read and understand the details of your application.
5. Please e-mail the completed form along with any supporting documents to studentsupport@highereducationaustralia.org, or submit the completed form along with all supporting documents in person to Student Support Services.

Section A: Student Personal Details

Student ID:

Family Name:

Given Name (s):

Date of Birth:

E-mail:

Mobile Number:

Address:

Section B: Application Details (to be completed by domestic student, tick appropriately)

Course Name:

Census Date (2 weeks prior to commencement):

Withdrawal:

- ☐ Withdrawal from the entire course
☐ Withdrawal from the units and/or semester

Deferral:

- ☐ Deferral from the units and/or semester

Start Date: _____ End Date: _____

Suspension:

- ☐ Suspension from the entire course
- ☐ Suspension from the units and/or semester

List the relevant units below:

Provide reasons for the application below (please also submit any documents that are relevant to your application):

Section C: Student Declaration (Domestic Student)

- ☐ I have read and understood HEA's Enrolment Variation Policy and Enrolment Variation Procedure and Student Fees and Refund Policy and Procedure.
- ☐ I declare that all the information/details provided to HEA is true, correct and authentic to the best of knowledge.
- ☐ I understand that withdrawing, deferring or suspending my enrolment may result in tuition fee liability, including full liability for units withdrawn after the census date and the incurrence of a FEE-HELP debt where applicable.

Student Signature: _____ **Date:** _____

Section D: Withdrawal Details (to be completed by **international** student, tick appropriately)

Course Name:

Census Date (2 weeks prior to commencement):

Withdrawal:

- ☐ Withdrawal from the entire course
- ☐ Withdrawal from the units and/or semester

Deferral:

- ☐ Deferral from the units and/or semester

Start Date: _____ End Date: _____

Suspension:

- ☐ Suspension from the entire course
- ☐ Suspension from the units and/or semester

List the relevant units below:

Provide reasons for the application below (please also submit any documents that are relevant to your application):

Section E: Student Declaration (International Student)

☐ I have read and understood HEA' Enrolment Variation Policy and Enrolment Variation Procedure and Student Fees and Refund Policy and Procedure.

☐ I declare that all the information/details provided to HEA is true, correct and authentic to the best of knowledge.

☐ I understand that withdrawing, deferring or suspending my enrolment may result in tuition fee liability, including full liability for units withdrawn after the census date, with any refund assessed in accordance with the HEA's Student Fees and Refund Policy and Procedure.

☐ I understand that HEA will notify the Department of Home Affairs of the outcome of my application through PRISMS.

☐ I understand and agree that the outcome of this application may impact on my current student visa, and I have consulted with the HEA's Student Support Services regarding the potential impacts on my student visa.

Student Signature: _____ **Date:** _____

HEA's Office use only:

Application received on: ____/____/____

Application received by:

Is the form complete and the applicable supporting documents are attached?

☐ Yes

☐ No (student has been contacted for further information)

International students only: Has the student been counselled concerning the implications of their study load on return and changes to their study schedule to ensure completion of the qualification practicably within the dates of the new CoE?

☐ Yes

☐ No

Application Outcome:

Authorised by:

Authorised Staff Signature:

Date:

Administrative Records

Approval letter of deferral, suspension, or cancellation has been generated and sent to the student?

☐ Yes ☐ No

Copy of the Approval letter is filed in the student file?

☐ Yes ☐ No

The appropriate government agency(s) have been notified of the result of the student's request (via PRISMS)?

☐ Yes ☐ No

Administrative tasks processed by:

Date: