

Defer, Suspend or Cancel Enrolment Form

This form is used when an International Student requests deferral of a course start date, suspension of a course, or requests to cancel enrolment.

Deferral is the postponement of the commencement date of the course (for no longer than six months) and can only be initiated by a student in documented compassionate or compelling circumstances.

Suspension is an interruption to the student's course and can be initiated by either Crown College International or the student in compassionate or compelling circumstances.

Cancellation can be initiated by a student or Crown College International. Students who initiate a cancellation at any time for any reason should consider the financial penalties they may occur when submitting an application.

NOTE: sufficient documentary evidence of compassionate or compelling circumstances must be provided to allow your application to be considered. Incomplete applications or insufficient documentary evidence will require you to submit your application for review.

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

Please refer to the Deferral, Suspension and Cancellation Policy available at www.crowncollege.edu.au

PERSONAL DETAILS		Request Type
Family Name		<input type="checkbox"/> DEFERRAL
Given Name/s		<input type="checkbox"/> SUSPENSION
Phone Number		<input type="checkbox"/> CANCELLATION
Email	Phone Number	
Date of Birth	Passport Number	

COURSE DETAILS	
Certificate III in Commercial Cookery	<input type="checkbox"/>
Certificate IV in Commercial Cookery	<input type="checkbox"/>
Diploma of Hospitality Management	<input type="checkbox"/>
Advanced Diploma of Hospitality Management	<input type="checkbox"/>

Course Deferral

I wish to defer (postpone) the commencement of my course from _____ (enter intake date)

TO _____ (enter preferred intake date).

I have attached documentary evidence of compassionate or compelling circumstances sufficient to support my application.

I understand that the start of a course cannot be deferred for longer than six (6) months.

Course Suspension

I wish to suspend my current course from _____ (enter date)

TO _____ (enter date). I will return to study on _____ (enter date).

I have attached documentary evidence of compassionate or compelling circumstances sufficient to support my application.

I understand that a course cannot be suspended for longer than six (6) months.

NOTE: Re-entry into your course after suspension will need to align with the course structure based on an intake period. You will need to discuss this with the Academic Manager and/or Student Support Services Officer.

Course Cancellation

I wish to cancel my enrolment as of _____ (enter date)

I have read the Refund Policy – International and understand that financial penalties may apply.

I understand that a course cancellation will result in the cancellation of my CoE and will affect my International Student Visa.

Please provide details to support your request. (Please attach any supporting documentation)

Your feedback is important to us. Please provide reasons for your request to **cancel your course.**

Declaration

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 (DHA).

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

STUDENT

Print Name	
Signature	
Student ID	
Class	
Date	

OFFICE USE ONLY - Recommendations

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Interview Date		Name	
<input type="checkbox"/> Granted	(date)	Name	
<input type="checkbox"/> Rejected	(date)	Signature	

Reason for Rejection			

Approved by GM - Ops		Date	
Student notified	(date)	VETtrak Updated	(date)
PRISMS Updated (if required)	(date)	Filed	(date)

Document ID CCIS15	CRICOS Provider No 03582D	Version No 3.0	Controlled copy, uncontrolled when printed
Release Date June 2018	G:\HR\TRAINING\4. CROWN COLLEGE - INTERNATIONAL\DOCUMENTS\STUDENT Forms\CCIS15 DSC Form V3.0.docx		

