

Deferment, Suspension or Cancellation Form

Please note:

- You should read the *Deferral and Suspension Policy and Procedure* carefully to establish your eligibility for deferment/suspension.
- If you wish to withdraw from the course and transfer to another educational provider within 6 months of study, please complete the *Request for Release Application Form*.
- The application for deferment/suspension/cancellation will be assessed and provided in accordance with LIHE's policies & procedures.
- Any request for deferment/suspension/cancellation must be made in writing, using this form.
- Your application will not be assessed until documentation is provided.

I. Personal Details

Full Name _____

Student ID No. _____

Contact Phone No. _____

Email Address _____

Course _____

2. Deferment/Suspension/Cancellation

- Deferment of Course (postponing studies prior to the commencement date) From: / / To: / /
- Suspension of Course (temporarily ceases studies during the enrolment period with the clear intention that the student will recommence at an agreed date) From: / / To: / /
- Cancellation of Course (cessation of enrolment)

3. Reasons for Deferment/Suspension/Cancellation

- Medical
- Bereavement
- Family reasons
- Visa delays/refusal/cancellation
- Major home country political upheaval/natural disaster
- Traumatic personal experience
- Pregnancy/Childbirth
- Military services

E: admin@lihe.edu.au

T: (02) 8677 7077

TEQSA Provider ID: PRV14389

CRICOS Provider Number: TBA

Deferment, Suspension or Cancellation Form

Course progressions/unit unavailability

Other please specify below:

**Supporting evidence and/or documentation should accompany all claims stated above*

4. Student Declaration

- I have read and understood the information contained on this form and in the *Deferral and Suspension Policy and Procedure*.
- I declare that all information and documents provided to the Institute are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.
- I understand I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood the complaints and appeals process outlined in the *Student Grievance Management Policy and Procedure*.
- I understand that deferring, suspending or cancelling my enrolment may affect my current student visa and that I should contact the Department of Home Affairs.
- I understand that if applicable, my entitlement to a refund will be assessed in accordance with the *Fee Refund Policy*.

Student Signature: _____ Date: _____

Office Use Only

Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
---------	-----------------------------------	-----------------------------------

Deferment, Suspension or Cancellation Form

Received by			
Processed by			
Signature		Date	/ /

Any changes in the student enrolment status are notified to the Department of Education via PRISMS within 14 days from the date of the change.