

To

Name: *(Insert Details)*

Address: *(Insert Details)*

**Approval Letter of *[deferment, suspension, or cancellation]***

I am writing to acknowledge your application to *[deferment, suspension, or cancellation]* your course of study at Ultimate Institute of Australia.

I am pleased to inform that a decision was made to **approve** your application on the following grounds:

- a.
- b.
- c.

*[It is important that you contact student administration for the resumption of course after the expiry of deferment or suspension period]*

Ultimate Institute will be notifying the appropriate government agency(s) of this change by terminating the student's COE via PRISMS.

Students are required to contact DIBP to seek advice on its implication on their student visa obligations.

Regards,

[Full Name]

Student Administration

Ultimate Institute of Australia

To

Name: *(Insert Details)*

Address: *(Insert Details)*

**Rejection Letter of [deferment, suspension, or cancellation]**

I am writing to acknowledge your application to [deferment, suspension, or cancellation] your course of study at Logitrain Institute Australia.

This decision was made on the following grounds:

- a.
- b.
- c.

If you feel you have reasonable grounds for your transfer and wish to appeal this decision, you **must** contact Logitrain Institute **in writing** within 20 working days outlining your circumstances. This process is outlined in the attached 'Complaints and Appeals Policy and Procedure' and further information on this process / decision can be gained from Student Administration.

Please do not hesitate to contact Student Administration if you have any questions.

Regards,

[Full Name]

Student Administration

Ultimate Institute of Australia