

Defer, Suspend or Cancel Enrolment Application



Use this form to defer, suspend or cancel your enrolment. You **MUST** read Deferral, Suspension and Cancellation of Enrolment Policy and Procedure before making this application.

Student Details	
Student Number	
Full Name	
Course Enrolled	
Date of Application	

I wish to apply to: DEFER my enrolment *from* _____ *to* _____
 SUSPEND my enrolment *from* _____ *to* _____
 CANCEL my enrolment *from* _____ *to* _____

I am aware of the circumstances for deferral, suspension, or cancellation of my enrolment and the following is a summary of the reasons to support my application:

(Please attach any supporting documentation for your application)

Declaration by the student:

In signing this application, I acknowledge:

- I am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my student visa.
- Where my application to defer, suspend or cancel my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Immigration and Border Protection (DIBP). I am responsible for contacting DIBP to clarify my visa status.

Student Name

Signature

Date

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Ultimate Institute of Australia Use Only		
Date Application to Defer, Suspend or Cancel received		
If applicable - relevant supporting documents attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Application approved by the Training Manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Training Manager's Signature		
Date:		
Does the Application requires follow up (if yes list what is required): _____ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval letter of deferment, suspension, or cancellation has been generated and sent to the student	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of the Approval letter is filed in the student file	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The appropriate government agency(s) have been notified of the result of the student's request (via PRISMS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Management System Updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accounts Notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application administrative tasks processed by		

UIA Representative Name

Signature

Date