



OFFICE USE ONLY

Received by: _____

Signature: _____

Date: _____

Application to Defer, Suspend or Cancel Enrolment

Please read the *Defer, Suspension, Cancellation Policy and Procedures* before completing this application, available from our website at: www.pollardenglish.com.

STUDENT DETAILS			
Student Name:		Student ID:	
Course Name:			
Mobile No:		Email:	
Submission Date:			

I wish to apply to (please tick one)

Defer My Enrolment. Course Deferment means delaying the commencement of the course prior to the date when course starts. This is for a student who did not start their course and wishes to start their course at a later date. For an International Student it is a later date than the commencement date mentioned in their eCoE.

Initial commencement date

Deferred commencement date

Suspend My Enrolment. Course Suspension means taking a leave during the studies. This is for a student who wishes to suspend their studies for a certain period of time.

Start Suspension date

Finish Suspension date

Cancel My Enrolment. Course Cancellation means cancelling the enrolment of the course that a student is studying. This is for a student who wishes to cancel their course and no longer study the course they are enrolled in.

Cancellation date

REASON FOR DEFERMENT, SUSPENSION OR CANCELLATION

List the supporting evidence you have and attach to this application. Refer to *Defer, Suspension, Cancellation Policy and Procedures* for examples of the type of evidence required.



(Continue overleaf if needed).

STUDENT DECLARATION

I hereby declare that the above information is true and correct.

International Students: I am also 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 a period of 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).

Domestic Students: I am also aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my obligations to Centrelink for such matters as Youth Allowance.

Student Signature: _____ **Date:** _____

Note: All students have access to appeal a decision relating to this application.

Refer to the Complaints and Appeals Policy and Procedure on our website: www.pollardenglish.edu.au.

Please, return this form to Student Services once completed!

Office Use Only:	
Application processed by (insert full name of admin staff):	
Applicant has been approved for course deferment, suspension or cancellation? (please, circle)	
Yes	No
If cancellation of course, has the student's CoE been cancelled:	If cancellation of course, are Certificates/SoA required?
Yes No	Yes No
If cancellation of course, has Student been informed of CoE cancellation?	If cancellation of course, have Certificates/SoA been issued to Student?
Yes No	Yes No