Application For Deferment, Suspension or Cancellation of Study

Purpose:
This form is used by international students to request a formal deferment, temporary suspension, or cancellation of their enrolment in accordance with the RTO's Deferment, Suspension and Cancellation of Study Policy. It ensures that all changes to enrolment are documented, supported by evidence, and actioned in accordance with National Code Standard 9. The form also supports visa compliance by recording actions that may affect a student's enrolment status in PRISMS.

Instructions:

1. The student must complete all identification and contact details.
2. Tick the relevant box to indicate whether the application is for a deferment, suspension, or cancellation.
3. Clearly explain the reason for the request in the space provided. Attach all relevant supporting documentation.
4. Submit the completed form to the Administration Manager via the contact details listed.
5. Students are advised to review the International Student Deferment, Suspension and Cancellation of Study Policy and seek advice from the Department of Home Affairs regarding visa implications.
6. The form will be reviewed by the CEO or delegated authority, and the student will be notified of the outcome within five working days.

Student Request	
Name:	
Student number:	
Email:	
Mobile number:	
Course:	
I am applying for: ☐ A deferment of commencement of my studies ☐ A voluntary suspension of my studies ☐ A cancellation of my studies	
Please state why you wish to defer/suspend/cancel your study:	

Important information:

Attach any relevant supporting documentation to this application form.

This form will be assessed once all documentation has been received. The College may ask for more documentation if required.

Applications are usually processed within five working days.

Deferment, suspension or cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Home Affairs to seek advice on whether this will affect you.

Students who have not yet commenced their studies will also need to contact the Department of Home Affairs in case there is any effect on their student visa as a result of deferring their commencement date.

Student Signature:	**Date:**	**Date Received:** Office Use Only

This form and supporting documentation should be submitted to:

Administration Manager: admin@sibn.nsw.edu.au

Office Use Only		
CEO Decision		
Name:		
Action:	☐ Approved	☐ Not approved
Reason for decision:		
Sign:	Date:	