

Deferral, Suspension and Cancellation Form

Request Record				Request	Student	Staff
Record No (Student Services / Administration Staff):				Deferral		
Date:				Suspension		
Name of Student:				Cancellation		
Course Name:				Student ID:		
Intake Number:				Mobile:		
Email Address:						
Deferral/Suspension (From Date):				Deferral/Suspension (To Date):		
				Cancellation Date:		
Section 1						

Reason: (Please attach any supporting documentation and refer to the policy when lodging request)

Acknowledgement (Student Only)

I am aware that should the request to grant my deferral, suspension, or cancellation of enrolment be approved, then my student visa may be affected. Where I am not enrolled in any course 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) or www.border.gov.au.

I am also aware that should my request be denied, then I can appeal the decision in accordance with the Complaints and Appeals policy and process. (Source: <http://www.orange.edu.au/forms-and-policies/>)

Student		Staff	
Print Name:		Print Name:	

Signature:

Signature:

Date:

Date:

OIC Authorisation				
Section 2				
Action to be taken:	Deferral	Suspension	Cancellation	
Granted				
Denied				
Commencement Date:		Resumption Date:		
Comments:				
Who:		When:		Required By:

Signed:

Position:

Admin Use Only						
Deferral, Suspension and Cancellation Register						
Logged in DSC Register:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date:	
Logged By:				Signature:		
Correspondence						
Formal Letter Sent:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date:	
Sent By:				Date:		
Appeal of Decision						
Appeal Lodged:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date:	
CAF Number:				Date:		