

VET & ELICOS Deferment, Suspension or Cancellation Form

Version 1.0



Important Information – PLEASE NOTE:

- This form is to be submitted to the Shafston International College for approval.
- Please read the Deferral – Suspension and Cancellation of Studies Policy and Procedure available on Shafston's website before completing this form (www.shafston.edu)
- Students will be notified via email of the outcome within 10 working days from the date of receipt of complete application.
- Before your application will be considered, you must complete all the sections below and attached the documents, relevant to your application.

Students must complete and submit the application to students@shafston.edu for approval.

Student's Personal Details			
Date of Application		Student ID No.	
Full Name		Mobile No.	
Email Address		Date of Birth	
Address			
Campus	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Gold Coast	
Course	<input type="checkbox"/> VET	<input type="checkbox"/> ELICOS	
Course Name			

Are you leaving Australia?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements:				
Unit/House				
Street				
Suburb/District/State				
Country		Postcode		
Oversea Contact No.				

Applying for	
<input type="checkbox"/> Deferment	<input type="checkbox"/> Suspension <input type="checkbox"/> Cancellation

Reason for Leave (please select the appropriate reason)	
<input type="checkbox"/> Financial Hardship	<input type="checkbox"/> Illness <input type="checkbox"/> Family Bereavement
<input type="checkbox"/> Family Obligations	<input type="checkbox"/> Unable to cope with the course

VET & ELICOS Deferment, Suspension or Cancellation Form

Version 1.0

☐ Other (specify):

Supporting Documents attached

☐ YES

☐ NO

Please DO NOT Submit this form unless all supporting documentation is attached per following checklist:

- ☐ Personal statement explaining the reason why you are applying to defer your enrolment
- ☐ Supporting documentary evidence of compassionate or compelling circumstances
- ☐ Parent/legal guardian signed permission letter (if under 18)
- ☐ Copy of Parent/legal guardian passport displaying signature (if applicable)
- ☐ Administration fee payment receipt
- ☐ Other:

Suspension Dates

Start Date

End Date

Student Declaration

- I declare that the information provided above is true and complete.
- I authorise Shafston International College to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application.
- I understand that deferring, suspending my enrolment will affect my course completion date and may also affect my current student visa.

Student Signature: _____

Signed Date: _____

Guardian Signature (if student is under 18): _____

Office Use Only

Outcome:

From Date:

to

Approved By

Signature:

Approved Date

Comments (if applicable):

☐ Details recorded in aXcelerate