

APPLICATION TO DEFER, SUSPEND, TRANSFER, CANCEL ENROLMENT OR LEAVE OF ABSENCE

Student Name:	Student ID Number:
Course Enrolled:	Date of Application:

I wish to apply to :

(Tick which you are applying for)	
	DEFER my enrolment
	SUSPEND my enrolment
	TRANSFER to another Provider
	CANCEL my enrolment → need Letter of Release <input type="checkbox"/> Yes <input type="checkbox"/> No
	LEAVE OF ABSENCE

I am aware of the circumstances that deferral, suspension, transfer or cancellation of my enrolment to my studies. The following is a brief summary of the reasons to support my application:

(Please attach any supporting documentation for your application)

International Student:

I am also aware that the decision to grant my deferral, suspension, transfer or cancellation of enrolment may affect my Student visa. Where my application to defer, suspend, transfer 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).

Domestic Student:

I am also aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Funding Eligibility under my Funding Contract. Where my application to defer, suspend or cancel my enrolment is for a period of 3 months or longer, I may be required re-enrolled and undergo eligibility check again.

Student Name

Signature

Date

Note: Students will be notified of the outcome of their application within a reasonable timeframe, in this case within 10 working days of the date of lodging your application.

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OUTCOME –Administration use only

Instruction to TIV Staff:

Please ensure that the following TIV Staff are made aware of this application and management agreement is reached prior to release of the OUTCOME of this application and any other supporting documents requested by Student.

Department	Officer/Manager's Name	Signature	Comments	Date
Accounts Department				
Sales and Marketing Department / Business Development Department				
Administration Department / Domestic /VTG Department				

CIRCLE OUTCOME OF APPLICATION	APPROVED	REJECTED	DATE	

International Student:

Please note: TIV's granting of any deferral, suspension, transfer or cancellation of your enrolment may affect your Student visa. You are advised to contact the Department of Immigration and Border Protection (DIBP).

Domestic Student:

Please note: For students under Funding Contract, TIV's granting of any deferral, suspension, or cancellation of enrolment may affect your Funding Eligibility. Where your application to defer, suspend or cancel your enrolment is for a period of 3 months or longer, you may be required to re-enrol and undergo eligibility check again.

REASON FOR REJECTION IF APPLICABLE

Student informed and received copy of outcome (**CIRLCE**) **YES** **NO**

Note: Page 2 of this form (Outcome) will be provided to the student and will serve as a copy that TIV has informed the student.

Administration Manager /
Domestic/VTG Manager /
TIV Authorised Delegate Signature _____ Date ____/____/____