

DEFERRING, SUSPENDING OR CANCELLING ENROLMENT

DEFERRING OR SUSPENDING ENROLMENT BY THE STUDENTS

- 1 If a student wishes to defer or temporarily suspend their enrolment, they need to contact the Domestic/VTG Manager at TIV and inform them of the reasons for deferment or suspension. Student completes Application to defer, suspend, transfer or cancel (Form 054).
- 2 A student may be granted deferment or temporary suspension from their studies on compassionate grounds or due to compelling circumstances (e.g. where a medical certificate states that a student is unable to attend classes).
- 3 If deferment or temporary suspension is granted, the Domestic/VTG Manager will:
 - (a) inform the student in writing that the request has been successful; and
 - (b) record the details of the request and result on the student's file; and
 - (c) update SMS and SVTS accordingly.
- 4 Refer to Form 218 Business Process for more details.

CANCELLATION/TERMINATION OF COURSE BY THE STUDENTS

- 1 If a student wants to cancel/terminate their enrolment, they need to contact the Domestic/VTG Manager at TIV and inform them of the reasons for cancellation/termination. Student completes Application to defer, suspend, transfer or cancel (Form 054).
- 2 A letter confirming the termination of the course (page 2 of Form 054) is issued and, if appropriate, issues a Refund Application (Form 034).
- 3 The Domestic/VTG Manager will:
 - (a) inform the student in writing that the request has been successful; and
 - (b) record the details of the request and result on the student's file; and
 - (c) update SMS and SVTS accordingly.
- 4 Refer to Form 218 Business Process for more details.