



Defer, Suspend or Cancel Enrolment Application Form

Students are to complete this form when applying to defer, suspend or cancel their enrolment at The Centre of Excellence. Students are to access and review The Centre of Excellence’s Defer, suspend or cancel enrolment policy and procedure prior to submitting this form. Copies can be requested from studentsupport@coe.edu.au

NOTE: This form is **NOT** to be completed by students applying to transfer to another Australian RTO. The Student Transfer Application Form is to be submitted by students wishing to transfer to another Australian RTO.

Student details

Course Code and Course Name	
Full Name	
Date of Birth	
Student ID	
Address	
Contact phone numbers	
Email address	
Date –Last Class Attended	

Students are to indicate the reason for submitting the deferral, suspension or cancellation of the enrolment application. Please refer to the Defer, suspend or cancel enrolment policy and procedure for further details on processes and criteria for submitting an application. Contact the Academic Coordinator if you require clarification on any matter.

I wish to apply to (tick one):

- deferral my enrolment suspend my course cancel my enrolment

Provide any further details if required

Reason for deferral, suspension or cancellation request (indicate at least one)

- The Centre of Excellence is unable to provide or continue to provide the course in which I am enrolled
- My current course of study is clearly inconsistent with documented course requested in my Enrolment application
- The Centre of Excellence has breached the terms of the Written agreement and this breach has led to the deferral, suspension or cancellation request
- I was provided inaccurate or incomplete information by The Centre of Excellence or at The Centre of Excellence-approved Education Agent prior to enrolling.
- I am experiencing academic issues that impact my ability to attend classes and/ or study at present and/ or remain to study the course in which I am enrolled
- I am experiencing other compassionate or compelling circumstances that are beyond my control and impacting my ability to study

Students must submit verifiable documentary evidence to support defer, suspend or cancel enrolment application. This is to include (but not limited to) a detailed explanation supporting the reason for the request.

Completed defer, suspend or cancel enrolment application and supporting evidence are to be submitted to studentsupport@coe.edu.au or to the Reception at The Centre of Excellence Level 4, 406 Collins Street, Melbourne Victoria 3000

NOTE: Deferring, suspending or cancelling your enrolment will impact your student visa. All students are advised to seek advice from the Department of Home Affairs (DHA) **BEFORE** submitting this application to defer, suspend or cancel their enrolment. DHA: phone: 131 881.

Student's Declaration

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I authorise The Centre of Excellence 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 result in a delay in the assessment of my application or a withdrawal of the offer of a place.
- I declare that I have reviewed The Centre of Excellence Prepaid Tuition Fees policy and procedure Fees and Charges, policy and procedure, Refund Policy & procedure
- I understand the impact of submitting this application on claiming a refund of fees I have paid to the College.
- I declare that I am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Student visa. Where my application to defer, suspend 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 Home Affairs (DHA)
- I understand that if the period of Deferment or suspension is such that I will not be able to complete this course by the proposed course end date indicated on the original CoE, a new CoE will be issued with the extended study period to allow me to complete my course. It is my responsibility to check with Department of Home Affairs at the earliest in regard to the visa period and whether a new visa is required to cover the extended duration.

Student signature	
Date	

TO BE COMPLETED BY THE CENTRE OF EXCELLENCE STAFF ONLY

The outcome of request: Granted Declined Further information requested

Student informed of the outcome of the application

Reason for decline or details of further information requested

Staff name	
Signature	
Date	