# Deferment, Suspension or Cancellation of Enrolment Application Form

If you wish to defer or suspend your course due to compassionate or compelling circumstances, you must complete a Deferment, Suspension or Cancellation of Enrolment Application Form and submit the form to the Reception at Wells International College.

**STUDENT DETAILS:**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Family Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>Contact Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Email Address:</th>
</tr>
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<tr>
<th>Course Enrolled:</th>
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Are you leaving Australia? If Yes, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DIBP requirements.

<table>
<thead>
<tr>
<th>Address:</th>
<th>Postcode:</th>
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<table>
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<tr>
<th>Country:</th>
<th>Overseas Contact Number:</th>
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**REQUEST INFORMATION:** (Please tick one of the following options below to indicate the type of enrolment status required for processing deferment, suspension or cancellation from studies.)

- **Deferral of Course:** (Prior to course commences and deferment fee is $250)*
  
  - From / / To / /

- **Suspension of Course:** (During the current enrolment and suspension fee is $250)*
  
  - From / / To / /

- **Cancellation of Course** (Terminate the Enrolment Permanently) Please use an application form for release of study if you wish to withdraw from the course and transfer to another educational provider within 6 months of study.

* Standard payment accepted include debit and credit cards (Visa and MasterCard), personal or bank cheques, bank transfer or cash all in AUD. 2% surcharge will apply to all credit card transactions. Credit card payments accepted over the phone. No refund will be given after an approved deferment or suspension.

**Reason for deferring, suspending or cancelling your course:** (Please tick one of the following options)

- Serious illness or injury (where a medical certificate states that you are unable to attend classes.)
- Delay in issuing a student visa.
- Misbehaviour
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- Other reason: __________________________

**Are you planning to do ‘catch up’ classes to compensate the time lost during deferment or suspension?** (If Yes, please see Course Coordinator to revise your study plan and a copy must be attached)

<table>
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<tr>
<th>Yes</th>
<th>No</th>
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**T.** +61 2 9283 4388 | **E.** info@wic.nsw.edu.au
Lower Ground, 101 Sussex St., Sydney NSW 2000 Australia | www.wic.nsw.edu.au

**ABN:** 19 080 559 600 | **CRICOS CODE:** 01856K | **RTO:** 90501
VISA INFORMATION:
This written application must include supporting documentary evidence to be assessed and approved by authorized officers (Administration Manager, and Principal Executive Officer) including (where appropriate):

- Death Certificate
- Marriage Certificate
- Police Report
- Medical Certificate
- Travel Itinerary
- Letter of Offer
- Statutory Declaration where evidence is unavailable.

The process of deferring, suspending or cancelling an enrolment may affect your student visa. If you have any enquiries, you should visit the DIBP website at www.immi.gov.au or call the DIBP helpline on 131 881 or contact your local DIBP office for advice to prevent an unsatisfactory visa outcome.

If you return prior to the deferment or suspension stated date or expected date, you must notify Wells International College as soon as possible.

STUDENT DECLARATION / CONSENT:
I declare that the information provided above is true and complete. 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 am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Student Visa. I authorise Wells 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. 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 Immigration and Border Protection (DIBP). I am responsible for contacting DIBP to clarify my Visa status.

Student Signature: ___________________________________________ Date: __/__/__

OFFICE USE ONLY
This application is  O Approved  O Rejected
Assessed by: ____________________________ Position: ____________________________
Signature: ____________________________ Date: __/__/__
Deferral or Suspension Start Date: __/__/__ Deferral or Suspension End Date: __/__/__
Reason(s) / Comment(s):

STUDY PLAN REVIEW
Reviewed by: ______________ Date of Action: __/__/__ O Study Plan on File

FINANCE REVIEW
Reviewed by: ______________ Date of Review: __/__/__

ATTACHMENTS OF EVIDENCE REVIEW
Reviewed by: ______________ Date of Review: __/__/__

PRISMS ACTION
Action by: ______________ Date of Action: __/__/__
Processed Copy on: ______________ O Study Plan on File

RTO / GENIUS REVIEW
Reviewed by: ______________ Date of Review: __/__/__