



# APPLICATION FORM FOR DEFERRAL, SUSPENSION OR CANCELLATION OF ENROLMENT



**ALPHA TRAINING COLLEGE**

RTO Number: 45145

CRISCOS ID: 03633J

# Application form for deferral, suspension or cancellation of enrolment

**Date:**

**Student Name:**

**Student ID:**

**Course Code**

**Course Name:**

**Phone no:**

**USI No:**

**Email ID:**

## Period of Deferral:

I, \_\_\_\_\_  
would like to defer /suspend /cancel  
my current studies from \_\_\_\_\_ (to) \_\_\_\_\_ due to  
the following reason/s.

- |  |  |
|--|--|
| <input type="radio"/> Medical Grounds                            | <input type="radio"/> Future Intake/Date     |
| <input type="radio"/> Work Commitments<br>Circumstances          | <input type="radio"/> Financial              |
| <input type="radio"/> Compelling/compassionate reasons<br>course | <input type="radio"/> Transferred to another |
| <input type="radio"/> Others, Please specify                     |  |

Please mention the reason in detail.

---

---



---

---

International students must state the reason, and provide documentation for deferring/suspending their studies as AICA is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.

\*Please provide all supporting documents for the granting and recording of your Deferral, Suspension or Cancellation of Enrolment upon application.

## Documents attached

- Medical Certificate
- Mails
- Others, Please specify
- Travel Documents
- Supporting Certificate

### *Please be noted:*

- Please note that the college will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.
- Students are advised to seek advise from the Department Home Affairs on the potential impact on his or her student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required attend their classes at AICA as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to Department of Home Affairs.
- It is advised that students have the right to appeal through AICA's complaints and appeals process, in accordance with standards 10 (Complaints and appeals), within 20 working days. The deferment, suspension or cancelation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

***Please note:*** *It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia)*

# Student's Declaration

I understand that suspension or deferral may result in extension of my course duration and an extended CoE, whereas, cancelling my course will result in cancellation of my CoE. I also understand that deferment/suspension/Cancellation may affect my student visa and I need to seek advice from Department of Home Affairs (DHA) Affairs on the potential impact on my student visa.

- I have been advised of all the relevant consequences of the outcome of my request.
- I have been advised of all the relevant information in relation to the request made on this form.
- I am aware of my right to appeals.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For office use only:

#### Decision of request granted

- Granted
- Not granted

#### Decision made by:

Administration Officer

Signature:

Date:

#### Course Adjustments (If required)





**ALPHA  
INTERNATIONAL COLLEGE**

---

Level-8 500 Collins Street Melbourne VIC-3000

Phone : 03 8390 1019

Email : [alphatrainingcollege@gmail.com](mailto:alphatrainingcollege@gmail.com)