



Sydney Business and Development Institute

| ABN: 81 113 651 639 | RTO No: 91192 |

CRICOS Code: 02725B

Level 2, 770 George Street Haymarket NSW 2000 Australia

REQUEST TO DEFER, SUSPEND OR WITHDRAW FORM

STUDENT NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

EMAIL: _____

COURSE ENROLLED IN: _____

COMMENCEMENT DATE: ____/____/____ COMPLETION DATE: ____/____/____

NATURE OF REQUEST:

DEFER ☐ SUSPEND ☐ WITHDRAW ☐

DATE DEFERRAL, SUSPENSION OR WITHDRAWAL TO COMMENCE ____/____/____

PLEASE EXPLAIN THE CIRCUMSTANCES REQUIRING THE DEFERRAL, SUSPENSION OR WITHDRAWAL AND ATTACH SUPPORTING DOCUMENTATION.

CANCELLATION OR WITHDRAWAL

An administration fee of \$500 will apply for **each** change to student enrolment.

DOES THE CIRCUMSTANCES REQUIRE YOU TO LEAVE AUSTRALIA

YES ☐/NO ☐

If **Yes**

What is your departure date and time?

Date: ____/____/____

Time: _____

What is your return/arrival date and time?

Date: ____/____/____

Time: _____

What is your departure travel arrangements?

Airline: _____

Flight No: _____

PLEASE ATTACH A COPY OF AIRLINE TICKET AND ITINERARY

Have you advised the Dept. of Immigration and Border Protection? YES ☐/NO ☐

Have you advised your Education Agent? YES ☐/NO ☐

Education agent name: _____

Contact details: _____

Email: _____

What date do you expect to resume your studies? ____/____/____

Will you need any additional assistance on your return to study? YES ☐/NO ☐

If Yes

What additional assistance will you need?

OFFICE USE ONLY

Defer/suspend/withdraw forms saved in student file YES ☐/NO ☐

Fee Payment Advice adjusted YES ☐/NO ☐

\$500 administration fee paid YES ☐/NO ☐

Head of Education and Training notified YES ☐/NO ☐

General Manager notified YES ☐/NO ☐

Secretary, Dept. of Education notified YES ☐/NO ☐

Student management system updated YES ☐/NO ☐

Course variation/cancellation entered in PRISMS YES ☐/NO ☐

Date defer/suspension/withdrawal approved: ____/____/____

Approved by SBDI representative: _____

Signature: _____ Date: ____/____/____

COMMENTS