

DEFERMENT OR SUSPENSION 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 Alpha English Academy.

STUDENT DETAILS

First Name:		Family Name:	
Student ID:		Contact Number:	
Address:			
Email Address:			
Course Enrolled:			

Are you leaving Australia? <i>If yes, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements.</i>	<input type="radio"/> Yes <input type="radio"/> No
Address:	
Country:	Overseas Contact Number:

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.)*

<input type="radio"/> Deferral of Course: <i>(Prior to course commences and deferment fee is \$250) *</i>	From	To
<input type="radio"/> Suspension of Course: <i>(During the current enrolment and suspension fee is \$250) *</i>	From	To

* 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 or suspending your course: <i>(Please tick one of the following options)</i>	
<input type="radio"/> Serious illness or injury <i>(where a medical certificate states that you are unable to attend classes.)</i>	<input type="radio"/> Bereavement of close family members such as parents or grandparents <i>(where possible a death certificate should be provided).</i>
<input type="radio"/> Delay in issuing a student visa.	<input type="radio"/> Other reason: _____
<input type="radio"/> Misbehaviour	

VISA INFORMATION

This written application must include supporting documentary evidence to be assessed and approved by authorised officers (Administration Manager, and Principal Executive Officer) including (where appropriate):

Death Certificate, Marriage Certificate, Police Report, Medical Certificate, Travel Itinerary, Letter of Offer or a 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 DHA website <https://www.homeaffairs.gov.au/> or call the **DHA helpline on 131 881** or contact your **local DHA 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 Alpha English Academy 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 Alpha English Academy 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 Home Affairs (DHA). I am responsible for contacting DHA to clarify my Visa status.

Student Signature: _____ Date: ____ / ____ / ____

OFFICE USE ONLY

This application is Approved Rejected

Assessed by:		Position:	
Signature:		Date:	
Deferral or Suspension Start Date:		Deferral or Suspension End Date:	
Reason(s) / Comment(s):			