



REQUEST TO DEFER, SUSPEND OR CANCELLATION FORM

First Name		Family Name	
Student ID		Date of Birth	
Contact Number		Email	
Address			
Request for	<input type="checkbox"/> Deferment <input type="checkbox"/> Suspension <input type="checkbox"/> Cancellation	Date	
Circumstances	<p>Please tick the box that applies to you</p> <p><input type="checkbox"/> Medical Grounds</p> <p><input type="checkbox"/> Future Intake / Date</p> <p><input type="checkbox"/> Work Commitments</p> <p><input type="checkbox"/> Financial Circumstances</p> <p><input type="checkbox"/> Compelling / Compassionate reasons</p> <p><input type="checkbox"/> Transferred to another course</p> <p><input type="checkbox"/> Others, please specify</p> <p>Please outline your circumstances to justify the reason you have ticked above.</p> <p>(If you require more space please attach a separate sheet)</p>		



Evidence attached	Document attached <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Document <input type="checkbox"/> Payment receipt to TKL College <input type="checkbox"/> Supporting Certificate <input type="checkbox"/> Others, please specify				
Note to International Students: <ul style="list-style-type: none">• Please note that the College will grant a deferral of your commencement or temporary suspension of or complete cancellation of your studies only if there are compelling and compassionate circumstances and the evidence for the same has attached.• Students are advised to seek advise from the Department of Home Affairs on the potential impact on his or her student visa due to deferment, suspension or cancellation.• In case where deferment or suspension or cancellation has not been granted, students are required to attend their classes at TKL College 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 TKL College's complaints and appeals process within 30 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, or the wellbeing of others, is likely to be at risk. <p><i>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.</i></p>					
STUDENT'S DECLARATION <p>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) on the potential impact on my student visa.</p> <ul style="list-style-type: none">• I have been advised to all the relevant consequences of the outcome of my request.• I have been advised to all the relevant information in relation to the request made of this form.• I am aware of my right to appeals.					
Student Name		Signature		Date	



For Office use only

Decision of request granted

Granted

Not Granted

Decision made by

Name

Position

Signature

Date

Course Adjustments (If required)