



Application to Defer or Suspend Enrolment

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	Student Name:
Student Number:	Phone:
Course Title:	Email:
Group:	Date:

Student Deferment / Suspension Request

I (Print Name) _____ Student Number _____ am enrolled at Sydney City College of Management and wish to apply to defer/suspend my studies in the course(s) listed below (List all courses you wish to defer/suspend from):

I commenced my studies / was scheduled to commence my studies on _____ and have completed approximately _____ hours / weeks of study in my course.

I wish to defer/suspend my studies from _____ to _____ for _____ weeks.

Student Reason for Deferring / Suspending Enrolment (Please detail your reason(s) for wishing to defer/suspend from your course(s) and attach any supporting documentation to support your request. Attach additional sheets if necessary)



By signing this document, you are indicating that you are aware of Sydney City College of Management's Student Deferment, Suspension and Cancellation Policy and terms and conditions stipulated in your Offer Letter and Student Acceptance Agreement.

In signing this form, you agree:

- That you have attached documentary evidence of compelling and compassionate circumstance to support your application
- That you are aware that you are not entitled to a refund for the course/s that you have deferred or suspended. You are aware that you should not have overdue at the time of deferral and suspension.
- That you accept that the course structure of the deferred course may change.
- That you agree to pay additional fees incurred for deferral and suspension.
- That you accept that where your deferment results in commencement of studies in a new study intake, the fees for the course may be increased.
- That you accept that the deferral may have implications on your visa status.

I (Print Name) _____ declare that I understand all the terms and conditions and that all information and supporting documentation provided by me is true and correct.

Student Signature: _____ Date: _____

Please note: If you are on a student visa and your deferment/suspension request is approved, government legislation requires Sydney City College of Management to inform the Department of Home Affairs (DHA) of the deferment/suspension. This may affect your student visa.

Official use only

Application Received By	Name:	Signature:	Date:
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Application Approved or Rejected (Please circle)

Action Taken By	Name:	Signature:	Date:
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Staff Comments: