



Application to Defer or Suspend Enrolment

This form is to be completed by students who wish to apply for deferment or suspension of their enrolment. A deferment or suspension will be granted in compassionate or compelling circumstances as per SCCM's Deferral, Suspension and Cancellation Policy and Compassionate and Compelling Circumstances Policy. Students are required to provide documentary evidence of such circumstances. Please email your completed form to Student Support at studentsupport@sccm.edu.au. Please make sure to attach all required documents. A Deferral or Suspension Fee of \$500 applies to all applications (unless exempted).

Student Details			
Student Name			
Student ID			
Defer / Suspension Details			
I wish to apply to defer/suspend my studies in the course(s) listed below			
Course Title			
Course Title			
Course Title			
I wish to defer/suspend my studies			
From (dd/mm/yyyy)		To (dd/mm/yyyy)	
Total number of weeks			
Reason for Deferring/Suspending Enrolment & Supporting Evidence			
Please tick the most appropriate box that gives the reason for your action and provide the relevant supporting documentation. All supporting documents must be in English or be translated into English and certified.			
Reason	Supporting/Required Evidence		
☐ Serious illness or injury	Medical Certificate states that the student is unable to attend classes		
☐ Inability to start study due to a student visa delay	Relevant evidence		
☐ Visa has changed	Relevant evidence		
☐ Serious illness or injury of close family members	Medical Certificate		
☐ Bereavement of close family members	Death Certificate		
☐ Victim of a serious crime	Police Report or Psychologists' Report		
☐ Involved in legal or court action	Police Report or Court Record		
☐ Natural Disaster or Major political upheaval	Relevant evidence		



☐ Other compassionate compelling circumstances: *Please specify below and attach supporting evidence.*

Student Declaration

- ☐ I declare that all information and supporting documentation provided by me is true and correct.
- ☐ I have read and understood the Deferral, suspension and cancellation policy.
- ☐ I understand my enrolment may be cancelled in my failure to return to stated date.
- ☐ I am aware of the terms and conditions stipulated in my Offer Letter and Student Acceptance Agreement.
- ☐ I understand that all institute fees are fully paid for the time of suspension.

Student Signature

Date

Please note: If 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.

Office Use Only

Supporting Documentation Attached?

☐ Yes

☐ No

Total Fees Paid

☐ Yes

☐ No

If No, Total Fees Owning

Fees Owning Received

☐ Yes

☐ No

Decision Outcome

☐ Approved

☐ Declined

Reason(s) for Outcome

Student Notified

☐ Yes

☐ No

SCCM Representative Name

Position

SCCM Representative Signature

Date