

Deferring, Suspending or Cancelling Enrolment Application Form (Overseas Learners)

CRICOS provider Code: 00012G

This form is to be completed by International Learners enrolled at Holmesglen and seeking to defer, suspend or cancel their enrolment.
 Documented evidence supporting circumstances/reasons for seeking suspension or cancellation must be included with this application.

Learner Details

Holmesglen Student ID (e.g. 10051234): _____ Campus: _____
 Family Name: _____ Given Name(s): _____
 Title: _____ Date of Birth: ____ / ____ / ____ Sex: M or F
 Course Enrolled (Code/Title): _____
 My principal course of study is: _____

Reasons for Requesting Deferment, Suspension or Cancellation of Enrolment

- | | | |
|--|--|---|
| <input type="checkbox"/> Program not what expected | <input type="checkbox"/> Tuition fees too high | <input type="checkbox"/> Returning home |
| <input type="checkbox"/> Dissatisfaction with program | <input type="checkbox"/> Financial hardships | <input type="checkbox"/> Medical reasons |
| <input type="checkbox"/> English language difficulties | <input type="checkbox"/> Work commitments | <input type="checkbox"/> Personal reasons |
| <input type="checkbox"/> Academic difficulties | <input type="checkbox"/> Visa not granted | <input type="checkbox"/> Family commitments |
| <input type="checkbox"/> Other | | |

Please outline your circumstances for seeking deferment, suspension or cancellation of enrolment:

Do you have evidence to support the circumstances/reasons outlined? Yes No

If Yes, please attach supporting documentation.

Learner's Declaration

- I confirm the information provided in this form is true and correct.
- I have read, understood and consented to Holmesglen's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedure.

Learner's Signature: _____ Date: ____ / ____ / ____

Print Name: _____

Welfare Carer's Signature: _____ Date: ____ / ____ / ____

(If student is under 18 years of age and not being cared for by parent/suitable nominated relative)

Print Name: _____

For International Centre Office Use Only

Date application submitted: ____ / ____ / ____ Reply Requested: ____ / ____ / ____

Liaise with Teaching Department to verify impact suspension or cancellation would have to completion of course within expected duration and record decision

The International Centre will acknowledge receipt of your application. A response to your request to suspend/cancel your enrolment at Holmesglen will be made in writing 10 business days from the date of receipt of this form.

Assessment of Applications for a Deferring, Suspending or Cancelling Enrolment and Holmesglen Policy

1. Learners wishing to apply for deferring, suspending or cancelling enrolment will need to complete LDIC90001 – Application for Deferring, Suspending or Cancelling Enrolment available from the International Centre.
2. There is no cost attached to applying for a deferment, suspension or cancellation. Learners will need to contact the Department of Home Affairs to seek advice on whether a new visa is required.
3. All applications will be assessed on the basis of Holmesglen's Terms and Conditions of Enrolment, the Fee Payment and Refund Policy, the student's respective study plan, the International Student Application Form and declaration submitted by the learner in their original application to Holmesglen.
4. Documented evidence supporting circumstances/reasons for seeking a deferment, suspension or cancellation must be included with this application.
5. If the learner has not yet commenced their studies at Holmesglen, their request to cancel/suspend is viewed as a deferral of studies. Reasons for deferring may include by are not limited to:
 - Compelling and compassionate circumstances e.g. Medical illness supported by a medical certificate;
 - A delay in the grant of a Student Visa.
6. The learner's application for suspension/cancellation will be assessed on the basis of supporting documents provided. Reasons for the suspension/cancellation of enrolment may include though are not limited to:
 - Serious illness or injury, where a medical certificate states that the learner is unable to attend classes;
 - Bereavement of close family members such as parent or grandparents (death certificate to be provided);
 - Major political upheaval or natural disasters in home country requiring emergency travel and have impacted on the learner's studies;
 - A traumatic experience, e.g. Involvement in or witnessing a serious accident or being the victim of a serious crime. This must be supported by police and/or psychologist reports;
 - Holmesglen Institute is unable to provide a pre-requisite unit.
7. Notice of Cancellation Outcome Learner Initiated (LDIC90003) is issued to the learner advising them if their application to suspend/cancel has been successful within 10 business days from the date of receipt of the form and any required documentation.
8. Subsequent to the approval of a deferment, suspension or cancellation, any refund application made for tuition fees paid in advance will be assessed in accordance with Holmesglen's Fee Payment and Refund Procedure.