

## Application form - Defer, Suspend, Cancel (International Students)

Student's Personal Details				
Full name:				
Course code & name:				
Address:				
Post Code:				
Phone no:				
Email ID:				
Request for: (Please tick the following)				
<input type="checkbox"/> <b>Deferment</b>	From:		Till:	
<input type="checkbox"/> <b>Suspension</b>	From:		Till:	
<input type="checkbox"/> <b>Cancellation</b>	From:			
Please tick the reason for request.				
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> Compelling/compassionate Reasons	<input type="checkbox"/> Future intake/Date		
<input type="checkbox"/> Work Commitments	<input type="checkbox"/> Financial Circumstances	<input type="checkbox"/> Transferred to another course		
<input type="checkbox"/> Others; Please specify				
Please mention the reason in detail:				
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<hr/>				
<hr/>				
<p>International students must state the reason, and provide documentation for deferring/suspending their studies as VIA is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.</p>				
<b>Documents attached:</b>				
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Travel Documents	<input type="checkbox"/> Emails	<input type="checkbox"/> Supporting certificates	
<input type="checkbox"/> Others; Please specify				

**Points to be noted:**

- Please note that the academy will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.
- Students are advised to seek advice from the Department Home Affairs on the potential impact on his or her student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required attend their classes at VIA 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 VIA's complaints and appeals process, in accordance with standards 10 (Complaints and appeals), within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

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)

**Students Declaration:**

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) Affairs on the potential impact on my student visa.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
- ☐ I have been advised of all the relevant information in relation to the request made on this form.
- ☐ I am aware of my right to appeal.

**Student Signature:**
**Date:**

<b>Office use only:</b>				
Operations Manager approval	Signature		Date:	
Decision of Request	<input type="checkbox"/> Granted <span style="margin-left: 100px;"><input type="checkbox"/> Not Granted</span>			
Decision granted/not granted by:	Name:			
	Signature:		Date:	
<b>Course Adjustment (If required):</b>				