



Sunshine College of Management Pty Ltd

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Deferment/Suspension/Cancellation Form

Important Instructions

- ✓ The form is submitted to the Administration Department for approval.
- ✓ Outcome will be notified to you within 10 working days from the date of receipt of complete application
- ✓ You should read the policy carefully to establish your eligibility for this form
- ✓ If you change your address during the period of suspension/deferment/cancellation please contact us to ensure your address details are updated for future correspondence
- ✓ Before your application will be considered, you must complete all the sections below and attached the documents, relevant to your application

Personal Details

| | | | |
|-----------------------|---------------|--|-------------------|
| Family Name: | | Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> | |
| Given Name: | | Date of Birth: | |
| Address: | | | Post Code: |
| Student ID No: | Group: | Mobile: | |
| Email: | | | |
| Course: | | | |

Are you leaving Australia? Yes: No:

If YES, Please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DIBP requirements:

| | |
|-------------------------|-----------------------------|
| Unit/House: | Street: |
| Suburb/District: | State: |
| Country: | Overseas Contact No: |

Applying For

Deferment
 Suspension
 Cancellation

Please tick the appropriate reason:

Financial Problem
 Unable to cope with the course taught
 Illness
 Personal Matters

Family Obligations
 Family Bereavement

Others (Specify): _____

Suspension Dates Start Date: _____ End Date: _____

Supporting Documentation Attached

Student Declaration

- I declare that the information provided above is true and complete.
- I authorize Sunshine College of Management Pty Ltd to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application or withdrawal of the offer of a place
- I understand that deferring, suspending or cancelling my enrolment may affect my current student visa

Student Signature Date: / /

OFFICE USE ONLY

Outcome : Approved Not Approved

From Date: _____ **to** _____

Comments: (if applicable)

A ny changes in the student enrolment status is notified to Department of Education via prisms within 14 days from the date of change.

Processed by: _____

Signature: _____ **Date:** / /