

# Sunshine College of Management Pty Ltd



18 Withers Street Sunshine Victoria 3020  
Tele +61 3 9311 5180; Fax +61 3 9312 7625  
E-mail: [info@scm.vic.edu.au](mailto:info@scm.vic.edu.au)  
Website: [scm.vic.edu.au](http://scm.vic.edu.au)

## Deferment/Suspension/Cancellation Form

This form is to be used to apply for a period deferment or suspension your enrolled course. This form is also to be used to cancel your enrolment. Deferment and suspension is normally granted for 8 weeks. If you wish to extend this period of time, you must re-apply and the administration officer will determine whether an extension is possible.

A student may request a temporary deferment or suspension to enrolment on the grounds of compassionate or compelling circumstances.

Compassionate or compelling circumstances are those beyond the control of the student and which have an impact upon the student's course progress or wellbeing such as:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- death of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies; or
- a traumatic experience that has impacted on the student which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime. Such cases supported by police or psychologists' reports.
- where THE COLLEGE is unable to offer a pre-requisite unit; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

**Please Note:** The above are only some examples of what may be considered compassionate or compelling circumstances. The Student Support /Compliance Officer will use their professional judgment to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, the College will consider documentary evidence provided to support the claim

- You should read the policy carefully to establish your eligibility for deferment/suspension
- If you wish to withdraw from the course and transfer to another educational provider within 6 months of study, please use "Release letter application form"
- The Application for deferment/suspension/Cancellation will be assessed and provided in accordance with SCM's Policy & Procedure
- Any request for deferment/suspension/Cancellation must be made in writing, using this form
- your application will not be assessed until documentation is provided
- **Processing time is 10 working days from the date of receipt of complete application**

Personal Details		
Family Name:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name:	Date of Birth:	
Address:	Suburb/City:	Post Code:
Student ID No:	Contact No:	
Email:		
Course:		

# Sunshine College of Management Pty Ltd



18 Withers Street Sunshine Victoria 3020  
 Tele +61 3 9311 5180; Fax +61 3 9312 7625  
 E-mail: [info@scm.vic.edu.au](mailto:info@scm.vic.edu.au)  
 Website: [scm.vic.edu.au](http://scm.vic.edu.au)

<input type="checkbox"/> <b>Deferment of Course:</b> (postponing studies prior to the commencement date (deferment fee is \$200)*	<b>From:</b> /    /	<b>To:</b> /    /
<input type="checkbox"/> <b>Suspension of Course:</b> temporarily cease studies during the enrolment period with the clear intention that the student will recommence at an agreed date (suspension fee is \$200)*	<b>From:</b> /    /	<b>To:</b> /    /
<input type="checkbox"/> <b>Cancellation of Course</b> (cessation of enrolment) (cancellation fee is \$200)  Please use an application form for release of study if you wish to withdraw from the course and transfer to another educational provider within 6 months of your principal course (no fee applicable)		

\* Standard payment accepted include debit and credit cards (Visa and MasterCard), personal or bank cheques, bank transfer or cash all in AUD. 3% surcharge will apply to all credit card transactions. Credit card payments accepted over the phone. No refund will be given after an approved deferment or suspension.

**REQUEST INFORMATION:** (Please tick one of the following options below to indicate the type of enrolment status required for processing deferment, suspension or cancellation.)

Student visa holders need to provide reasons for deferment/suspension

- Medical                       Bereavement                       Family reasons                       Visa delay/refusal/cancellation
- Major home country political upheaval/natural disaster                       Traumatic personal experience
- Pregnancy/Child birth                       Military services                       Course progression/unit unavailability
- Other please specify \_\_\_\_\_

You must attach supporting documentation (originals or certified copies) to support your application (e.g. medical certificates, death certificate or a report from a registered psychologist). All documents must be provided in English or translated into English by a registered translation service

**Student Declaration:**

- I have read and understand Sunshine College of Management Pty Ltd policy in relation to student Deferment/Suspension/Cancellation
- I confirm the information provided is true and correct.
- I understand that I may be required to meet with the College (student support officer) to discuss the reasons for the application.
- I understand I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood SCM's Complaints and Appeals Process.
- I understand that deferring, suspending or cancelling my enrolment may affect my current student visa and that I should contact Department of Home Affairs.
- I understand that if applicable, my entitlement to a refund will be assessed in accordance with SCM's Refund Policy

<b>Student Signature:</b> _____	<b>Date:</b> /    /
---------------------------------	---------------------