

DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT FORM

ABOUT THIS FORM

This form is to be utilised for Deferment from studies, Suspension of Enrolment and Cancellation of Enrolment. Standard 9 of the National Code 2018 allows student to defer or suspend their studies on compelling and compassionate grounds, Misbehaviour by the student, failure to pay the required fees to the College, not satisfactory attendance and course progress.

Students need to fill out this form and submit this form to the Student Support Officer with supporting documents. Academic Manager will review your request and may approve or cancel your request. The Administration team of Ashford College will inform you the result of your request within 20 days of your application.

STUDENT DETAILS

Full Name	Click or tap here to enter text.
Student Id	Click or tap here to enter text.
Date of Birth	Click or tap here to enter text.
Email	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Address	Click or tap here to enter text.
Course Enrolled	Click or tap here to enter text.

STUDENT REQUEST FOR

- Deferment
Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.
Supporting Documents Attached Yes No
- Suspension
Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.
Supporting Documents Attached Yes No
- Cancellation
Course End Date: Click or tap to enter a date.
Supporting Documents Attached Yes No

REASON FOR DEFERMENT / SUSPENSION / CANCELLATION

Provide a brief reason for your request

STUDENT DECLARATION

- a) I declare that the information supplied by me to support my application is correct and complete.
- b) I am aware that my deferment or suspension from my studies will be reported to the ESOS agency and the Department of Home Affairs.
- c) I am aware that my deferment or suspension from my studies may affect my Student Visa.
- d) I am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Student Visa. Where my application to defer, suspend or cancel my enrolment is for a period of more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs.
- e) I am aware that after the Deferment or Suspension of my studies, I will not be able to complete my course on the proposed course end date as mentioned on the original CoE given at the time of enrollment. I will be issued with a new COE with an extended study period to allow me to complete my course. It is my responsibility to arrange a visa for the extended period with the Department of Home Affairs.
- f) I am aware that I have to clear all my dues with Ashford College to seek approval for my request of
- g) I am aware that if my application is not approved, I have the right to appeal the decision through the Ashford College’s Complaints and Appeals Policy and Procedure within the specified timeframe.”
 deferral, suspension or cancellation.

Student Name	Click or tap here to enter text.
Student Signature	<div style="background-color: #cccccc; height: 40px; width: 100%;"></div>
Date	Click or tap to enter a date.

FOR OFFICE USE ONLY

Documents Submitted Yes No

College dues cleared Yes No

Updated Axcelerate Yes No

Updated PRISMS Yes No

Issued Deferment / Suspension / Cancellation Letter on Yes No

Updated Training Plan Yes No

Ashford College Officer Name

CEO / Academic Manager Action	
Action	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Reason for the Decision	
Click or tap here to enter text.	
Signature of CEO / AM	
Date of Approval	Click or tap to enter a date.

Note: All records relating to deferment, suspension, or cancellation applications and outcomes will be retained for a minimum of **2 years** in accordance with SRT0 2025 Clause 10(c). Note: All records relating to deferment, suspension, or cancellation applications and outcomes will be retained for a minimum of **2 years** in accordance with SRT0 2025 Clause 10(c).