

DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT APPLICATION FORM

If you wish to defer, suspend or cancel your course permanently due to compassionate or compelling circumstances, you must complete this Deferment, Suspension or Cancellation of Enrolment Application Form and submit the form to the Reception at Berkeley Business Institute with the application processing fee.

Notice: Under all circumstances, it is student's responsibility to maintain satisfactory academic progress and financial status during the course variation process. Student will receive payment /and academic intervention/warnings letters if the requirements are not met.

STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Contact Number:	
Address:			
Email Address:			
Course Enrolled:			

Are you leaving Australia? <i>If Yes, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements.</i>		☐ Yes	☐ No
Address:			
Country:	Overseas Contact Number:		

Please tick one of the following options below to indicate the type of enrolment variation is required to be processed.

☐ Deferral of Course - An administration fee of \$250* is required to process the application.	From / /	To / /
☐ Suspension of Course - An administration fee of \$250* is required to process the application.	From / /	To / /
☐ Cancellation of Course (Terminate the Enrolment Permanently) - If the release of course is requested, an administration fee (course variation fee) of \$500* is required to process this application.		

* Standard payment accepted include debit and credit cards (Visa and MasterCard), personal or bank cheques, bank transfer or cash all in AUD. Credit card payment is not accepted over the phone. Please refer to student Handbook for refund policy.

Reason for deferring, suspending or cancelling your course: <i>(Please tick one of the following options)</i>	
☐ Serious illness or injury <i>(where a medical certificate states that you are unable to attend classes.)</i> ☐ Delay in issuing a student visa. ☐ Misbehaviour	☐ Bereavement of close family members such as parents or grandparents <i>(where possible a death certificate should be provided).</i> ☐ Other reason: _____

Are you planning to do 'catch up' classes to compensate the time lost during deferment or suspension? <i>(If Yes, please see Course Coordinator to revise your study plan and a copy must be attached)</i>	☐ Yes	☐ No
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VISA INFORMATION:

This written application must include supporting documentary evidence to be assessed and approved by authorised officers (Administration Manager, and Principal Executive Officer) including (where appropriate):

Death Certificate, Marriage Certificate, Police Report, Medical Certificate, Travel Itinerary, Letter of Offer or a Statutory Declaration where evidence is unavailable.

The process of deferring, suspending or cancelling an enrolment may affect your student visa. If you have any enquiries, you should visit the DHA website <http://www.homeaffairs.gov.au/> or call the **DHA helpline on 131 881** or contact your **local DHA office** for advice to prevent an unsatisfactory visa outcome.

If you return prior to the deferment or suspension stated date or expected date, you must notify Berkeley Business Institute as soon as possible.

STUDENT DECLARATION / CONSENT:

I declare that the information provided above is true and complete. 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. I am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Student Visa. I authorise Berkeley Business Institute to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment. Where my application to defer, suspend or cancel my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Home and Affairs (DHA). I am responsible for contacting DHA to clarify my Visa status.

Student Signature: _____ Date: ____/____/____

OFFICE USE ONLY			
This application is ☐ Approved ☐ Rejected			
Assessed by:		Position:	
Signature:		Date:	/ /
Deferral or Suspension Start Date:	/ /	Deferral or Suspension End Date:	/ /
Reason(s) / Comment(s):			

STUDY PLAN REVIEW			
Reviewed by:		Date of Action:	/ / ☐ Study Plan on File
FINANCE REVIEW			
Reviewed by:		Date of Review:	/ /
ATTACHMENTS OF EVIDENCE REVIEW			
Reviewed by:		Date of Review:	/ /
PRISMS ACTION			
Action by:		Date of Action:	/ /
Processed Copy on:		☐ Study Plan on File	
RTO MANAGER REVIEW			
Reviewed by:		Date of Review:	/ /