



REQUEST TO DEFER, SUSPEND OR CANCELLATION FORM

First Name		
Family Name		
Date of Birth		
Student ID		
Email		
Contact No.		
Email		
Address		
Request for	Deferment	Date
	Suspension	
	Cancellation	
Circumstances	Please tick the box that applies to you	
	Medical Grounds	
	Future Intake / Date	
	Work Commitments	
	Financial Circumstances	
	Compelling / Compassionate reasons	
	Transferred to another course	
	Others, please specify	
	Please outline your circumstances to justify the reason you have ticked above.	
Evidence attached	Documents Attached	
	Medical Certificate	
	Travel Document	
	Payment receipt to TKL College	
	Supporting Certificate	
	Others, please specify	

(If you require more space please attach a separate sheet)



Note to International Students:

- Please note that the College will grant a deferral of your commencement or temporary suspension of or complete cancellation of your studies only if there are compelling and compassionate circumstances and the evidence for the same has attached.
- Students are advised to seek advice from the Department of Home Affairs on the potential impact on his or her student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension or cancellation has not been granted, students are required to attend their classes at TKL College 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 TKL College's complaints and appeals process within 30 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, 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.

STUDENT'S 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) on the potential impact on my student visa.

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

Student Name	
Signature	
Date	

FOR OFFICE USE ONLY

Decision of request granted

Granted	Not Granted
---------	-------------

Decision made by

Name	
Position	
Signature	
Date	

Course Adjustments (If required)