



## Application to Defer or Suspend Enrolment

*Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.*

<b>Title: Mr / Ms / Miss / Mrs</b>	<b>Student Name:</b>
<b>Student Number:</b>	<b>Phone:</b>
<b>Course Title:</b>	<b>Email:</b>
<b>Group:</b>	<b>Date:</b>

### Student Deferment / Suspension Request

I (Print Name) \_\_\_\_\_ Student Number \_\_\_\_\_ am enrolled at Sydney City College of Management and wish to apply to defer/suspend my studies in the course(s) listed below (List all courses you wish to defer/suspend from):

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I commenced my studies / was scheduled to commence my studies on \_\_\_\_\_ and have completed approximately \_\_\_\_\_ hours / weeks of study in my course.

I wish to defer/suspend my studies from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ weeks.

### Student Reason for Deferring / Suspending Enrolment (Please detail your reason(s) for wishing to defer/suspend from your course(s) and attach any supporting documentation to support your request. Attach additional sheets if necessary)

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**By signing this document, you are indicating that you are aware of Sydney City College of Management's Student Deferment, Suspension and Cancellation Policy and terms and conditions stipulated in your Offer Letter and Student Acceptance Agreement.**

I (Print Name) \_\_\_\_\_ declare that all information and supporting documentation provided by me is true and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: If you are on a student visa and your deferment/suspension request is approved, government legislation requires Sydney City College of Management to inform the Department of Immigration and Border Protection (DIBP) of the deferment/suspension. This may affect your student visa.**

**Office use only.**

<b>Application Received By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Application Approved or Rejected (Please circle)</b>			
<b>Action Taken By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

**Staff Comments:**