# Deferring, Suspending or Cancelling Enrolment Application Form (Overseas Learners)

# CRICOS provider Code: 00012G

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| This form is to be completed by Overseas Learners enrolled at Holmesglen and seeking to defer, suspend or cancel their enrolment.  Documented evidence supporting circumstances/reasons for seeking suspension or cancellation must be included with this application and submitted to [assist@holmesglen.edu.au](mailto:assist@holmesglen.edu.au) |

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| **Learner Details** | | | | | | | | | | | | | | | | | | | | | | | |
| Holmesglen Learner ID (e.g. 10051234): | | | | | | | |  | | | | Campus: | | | | |  | | | | | | |
| Family Name: | | |  | | | | | | | Given Name(s): | |  | | | | | | | | | | | |
| Title: | |  | | Date of Birth: | | | …./ …./ …. | | | | Sex: | | M | |  | | | or | | F | |  | |
| Course Enrolled (Code/Title): | | | | | |  | | | | | | | | | | | | | | | | | |
| My principal course of study is: | | | | | |  | | | | | | | | | | | | | | | | | |
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| **Reasons for Requesting Deferment, Suspension or Cancellation of Enrolment** | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Program not what expected | |  | Tuition fees too high |  | Returning home | |  | Dissatisfaction with program | |  | Financial hardships |  | Medical reasons | |  | English language difficulties | |  | Work commitments |  | Personal reasons | |  | Academic difficulties | |  | Visa not granted |  | Family commitments | |  | Other : |  | | | | |   Please outline your circumstances for seeking deferment, suspension or cancellation of enrolment: | | | | | | | | | | | | | | | | | | | | | | | |
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| Do you have evidence to support the circumstances/reasons outlined? | | | | | | | | | | | | | Yes | | |  | | | No | |  | | |
| If Yes, please attach supporting documentation. | | | | | | | | | | | | | | | | | | | | | | | |
| **Learner’s Declaration** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | I confirm the information provided in this form is true and correct. | | | | | | | | | | | | | | | | | | | | | | |
| 2. | I have read, understood and consented to Holmesglen’s Terms and Conditions of Enrolment and the Fee Payment and Refund Procedure. | | | | | | | | | | | | | | | | | | | | | | |
| Overseas Learner’s Signature: | | | | |  | | | | | | | Date: | | …./ …./ …. | | | | | | | | | |
| Print Name: | | | | |  | | | | | | |  | |  | | | | | | | | | |
| Welfare Carer’s Signature: | | | | |  | | | | | | | Date: | | …./ …./ …. | | | | | | | | | |
| (If the overseas learner is under 18 years of age and not being cared for by parent/suitable nominated relative) | | | | | | | | | | | | | | | | | | | | | | | |
| Print Name: | | | | |  | | | | | | | | | | | | | | | | | |  |
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| **For International Student Programs Office Use Only** | | | | | | | | | | | | | | | | | | | | | | | |
| Date application submitted: | | | | | …./ …./ …. | | | | Reply Requested: | | | | | …./ …./ …. | | | | | | | | | |
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*Liaise with Teaching Department to verify impact suspension or cancellation would have to completion of course within expected duration and record decision*International Student Programs will acknowledge receipt of your application. A response to your request to suspend/cancel your enrolment at Holmesglen will be made in writing 10 business days from the date of receipt of this form.

# Assessment of Applications for a Deferring, Suspending or Cancelling Enrolment and Holmesglen Policy

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| 1. | Overseas learners wishing to apply for deferring, suspending or cancelling enrolment will need to complete LDIC90001 – Deferring, Suspending or Cancelling Enrolment Application Form (Overseas Learners) available from International Student Programs. | |
| 2. | There is no cost attached to applying for a deferment, suspension or cancellation. Overseas learners will need to contact the Department of Home Affairs to seek advice on whether a new visa is required. | |
| 3. | All applications will be assessed on the basis of Holmesglen’s Terms and Conditions of Enrolment, the [Fee Payment and Refund Policy](https://holmesglenau.sharepoint.com/sites/PolicyAndProcedure/_layouts/15/DocIdRedir.aspx?ID=6QHCYP3HS74J-68983296-2092), the learner’s respective study plan, the International Learner Application Form and declaration submitted by the overseas learner in their original application to Holmesglen. | |
| 4. | Documented evidence supporting circumstances/reasons for seeking a deferment, suspension or cancellation must be included with this application. | |
| 5. | If the overseas learner has not yet commenced their studies at Holmesglen, their request to cancel/suspend is viewed as a deferral of studies. Reasons for deferring may include by are not limited to:   * Compelling and compassionate circumstances e.g. Medical illness supported by a medical certificate; * A delay in the grant of a Student Visa. | |
| 6. | The overseas learner’s application for suspension/cancellation will be assessed on the basis of supporting documents provided. Reasons for the suspension/cancellation of enrolment may include though are not limited to:   * Serious illness or injury, where a medical certificate states that the learner is unable to attend classes; * Bereavement of close family members such as parent or grandparents (death certificate to be provided); * Major political upheaval or natural disasters in home country requiring emergency travel and have impacted on the learner’s studies; * A traumatic experience, e.g. Involvement in or witnessing a serious accident or being the victim of a serious crime. This must be supported by police and/or psychologist reports; * Holmesglen Institute is unable to provide a pre-requisite unit. | |
| 7. | The [Enrolment Cancellation Request and Outcomes Notice (Overseas Learners)](https://holmesglenau.sharepoint.com/sites/PolicyAndProcedure/_layouts/15/DocIdRedir.aspx?ID=6QHCYP3HS74J-68983296-2090)(LDIC90003) is issued to the overseas learner advising them if their application to suspend/cancel has been successful within  10 business days from the date of receipt of the form and any required documentation. | |
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| 8. | Subsequent to the approval of a deferment, suspension or cancellation, any refund application made for tuition fees paid in advance will be assessed in accordance with Holmesglen’s [Fee Payment and Refund Procedure](https://holmesglenau.sharepoint.com/sites/PolicyAndProcedure/_layouts/15/DocIdRedir.aspx?ID=6QHCYP3HS74J-68983296-2092). | |