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

# CRICOS provider Code: 00012G

|  |
| --- |
| 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 |

|  |
| --- |
| **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: |   |
|  |  |
| **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: |
|  |
|

|  |
| --- |
|   |
|   |
|   |

 |
| 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: |   |  |
|  |  |  |
| **For International Student Programs Office Use Only** |
| Date application submitted: | …./ …./ …. | Reply Requested: | …./ …./ …. |
|  |

*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

|  |  |
| --- | --- |
| 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. |
|  |
| 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).  |