

APPLICATION TO DEFER, SUSPEND AND CANCEL ENROLMENT

Student ID			
Given Name (s)		Surname	
Email			
Home Address			
Suburb		Postcode	
Home Phone		Mobile	
Visa Type			
Current Course Details		Start Date	End Date
<input type="checkbox"/> TBA Australian Lifestyle English			
<input type="checkbox"/> 104821J General English			
<input type="checkbox"/> 104822H IELTS Preparation			
<input type="checkbox"/> 104823G English for Academic Purposes			
Action Requested		Start Date	End Date
<input type="checkbox"/> Defer Enrolment (Before enrolment has started)			
<input type="checkbox"/> Suspend Enrolment (During enrolment)			
<input type="checkbox"/> Cancel Enrolment (After enrolment has started)			
Please state the reason(s) to support your request (please attach any relevant supporting documents)			

City Language Institute Pty Ltd T/A City Language Centre		ABN: 95625048464	CRICOS: 03893M
Suite 303, Level 3, 343 Little Collins Street, Melbourne VIC 3000		Ph: +613 8639 0184	www.cityenglish.edu.au
Doc Number: F01	Doc Name: Application to defer, suspend and cancel enrolment	Modified by: K.Hibberd	
Version: 1	Review Date: Sept 2022	Modified on: 07/09/2021	

Important Information:

- International students seeking to transfer from CLC to another registered provider PRIOR to completion of the first 6 calendar months of their principal course must seek approval to transfer, and complete [F01 Request for Release Letter](#).
- **CLC only grants deferment, suspension or cancellation of enrolments on compassionate and compelling circumstances – Relevant Supporting documents REQUIRED.**
Compassionate and compelling circumstances refer to medical illness or injury to student or student's immediate family member or a bereavement of immediate family member impacting the ability to engage with their studies. Additionally, major political upheaval or natural disaster in the home country requiring emergency travel and traumatic experience such as involvement in or witnessing of a serious accident or crime may be accepted. These statements are but not limited examples of what can be considered as compassionate and compelling reasons.
- Students applying to cancellation of enrolment due to:
 - **Compassionate and Compelling circumstances**, MUST back the application by substantiating documented evidence.
 - **Cessation of studies**, which may include, but is not limited to:
 - the student decides to terminate their studies and leave Australia – MUST back the application with one-way flight tickets.
 - change to the student's visa status for example the student is no longer under a student visa - MUST back the application with the new IMMI Grant Visa notification
- CLC may require additional documentation to support this application. This application will be assessed once all documents have been received.
- **A decision will be sent to you in writing within 10 business days of receiving all documentation to assess the request. It will not be finalised until CLC advises you in writing.**
- **Students must continue to attend classes according to the scheduled academic sessions while a decision is made on this request.**
- **The Student must be up-to-date with the Tuition Fees for the calendar study period agreed upon in the Letter of Offer and payment plan agreement; no requests will be processed if there is an outstanding Tuition Fee.**
- The Student is encouraged to refer to the **Deferral, Suspending and Cancellation of Student Enrolment's Policy and Procedure** for further details.
- **According to CLC's Fees, charges and refund policy, an additional charge of \$50 is applicable for Deferral/suspension applications.**

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Student Declaration:

- I acknowledge that changes to my enrolment may affect the status and validity of my visa.
- I understand that CLC must notify the relevant authorities within 14 days of any changing of my previous accepted enrolment.
- I agree that requests for changes to fixed entry courses are at the discretion of CLC. Cancellation fees may apply in accordance with the terms and conditions of enrolment.
- I understand that a decision will be advised in writing within 10 days of receiving all documentation requested by CLC to assess my request. The request is not finalised until CLC advises in writing the outcome of my request.
- I agree to continue to attend classes according to my schedule academic sessions while I'm waiting for a decision to be made on this request.
- I acknowledge that the provision of incorrect information or the withholding of relevant information may affect my enrolment at CLC.

Signature		Date	/ /
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To complete by CLC Staff		
Last day of Class Attendance		
Received by Administration		/ /

Decision	<input type="checkbox"/> Approve	<input type="checkbox"/> Rejected
Name		Position
Signature		Date

Action Required	Actioned By	Date
<input type="checkbox"/> PRISMS updated		/ /
<input type="checkbox"/> CoE (s) updated		/ /
<input type="checkbox"/> Database updated		/ /
<input type="checkbox"/> Student/Education Agent advised		/ /
<input type="checkbox"/> All documents filed in student folder		/ /

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