

INTERNATIONAL STUDENT APPLICATION FOR DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

International students should use this form to defer, suspend or cancel their study with SHEA. Students should read the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* before completing this form.

Deferment, suspension, or cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Home Affairs to seek advice on whether this will affect you.

Students who have not yet commenced their studies will also need to contact the Department of Home Affairs to check on student visa status as a result of deferring your commencement date.

Date:			
Student Name:		Student ID:	
Student Contact Details			
Address:			
Mobile Number:		Email:	
Current Course:			
Start Date:		Finish Date:	

I am applying for:

- | | |
|--|--------------------------------------|
| ☐ Deferment of commencement of my studies | Deferred course start date: _____ |
| ☐ Earlier commencement of my studies | Proposed course start date: _____ |
| ☐ Suspension of my studies | Suspension start and end date: _____ |
| ☐ Cancellation of my studies | |
| ☐ Other (specify) | |

Deferment, voluntary suspension, or earlier commencement of studies

You must have compassionate or compelling circumstances with evidence to support your application – refer to the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure, Section 2*

In this section explain your compassionate or compelling circumstances for deferring, suspending, commencing your studies at an earlier intake, including the evidence (documentation) attached to support your application.

Cancellation of Studies

Refer to the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure, Section 3.*

In this section explain your reasons for the cancellation (and provide any documentation if required).

Important information:

All relevant supporting documentation should be provided with this application form. Please note that we may ask you for further information or additional documentation to support your application. Once all documentation has been received, the application will be processed within five working days.

Student Signature:	Date:	Date Received:
		Office Use Only Office Use Only Office Use Only Office Use Only

This form and supporting documentation should be submitted to the Registrar: admin@shea.edu.au

Office Use Only

☐ Approved

☐ Not Approved

Signature:

Date:

Remarks:

Deferred/ Suspended Course details

Course _____
 Course Duration _____
 No. of remaining subjects _____
 Start Date: _____ End Date: _____
 CRICOS Code: _____ COE No: _____

Prepaid Tuition: _____
 Other Prepaid: _____
 TOTAL Tuition: _____
 OSHC/period covered: _____

STUDENT SERVICES		IT SUPPORT		ACCOUNTS
PRISMS Updates ☐ Revised COE ☐ Cancelled COE ☐ New COE	MESHER Updates ☐ Deferment/ Suspension record ☐ Course Information ☐ CPL Credits ☐ Upload documents/forms ☐ Notify Student	☐ Office365 Account Deactivated MESHER Updates ☐ Student User Account ☐ Subject enrolments ☐ Notify Student	☐ Open Zone ☐ Student User Account ☐ Subject enrolments	MESHER Updates ☐ Payment Schedule ☐ Invoice Credits
Processed by:	Processed by:	Processed by:		Processed by:
Date:	Date:	Date:		Date: