

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
- ☐ Earlier commencement of my studies
- ☐ Suspension of my studies
- ☐ Cancellation of my studies
- ☐ Other (Specify)

Deferred course start date:

DD	MM	YYYY

Suspension start date:

DD	MM	YYYY

Proposed course start date:

DD	MM	YYYY

Suspension end date:

DD	MM	YYYY

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.

Signature of Student:

Date:

Date Received:

Date

Date

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

OFFICE USE ONLY

☐

Approved

☐

Not Approved

Signature:

Date:

DD

MM

YYYY

Remarks:

Deferred/ Suspended Course details

Course:

Course Duration:

No. of remaining subjects:

Start Date:

DD

MM

YYYY

End Date:

DD

MM

YYYY

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	MESHED Updates ☐ Deferment/Suspension Record ☐ Course Information ☐ CPL Credits ☐ Upload documents/forms ☐ Notify Student	☐ Office365 Account Deactivated MESHED Updates ☐ Student User Account ☐ Subject enrolments ☐ Notify Student Open Zone ☐ Student User Account ☐ Subject enrolments	MESHED Updates ☐ Payment Schedule ☐ Invoice Credits
Processed by:	Processed by:	Processed by:	Processed by:
Date:	Date:	Date:	Date:

