



# Student Deferral, Suspension and Cancellation Form

## 1. STUDENT DETAILS

|                 |  |                    |  |
|-----------------|--|--------------------|--|
| Name:           |  | Student ID:        |  |
| Email:          |  | Mobile:            |  |
| Current Course: |  | Course Start Date: |  |

## 2. Student Request (tick and provide the relevant details as required)

- ☐ I wish to **Defer** my course in which I am currently enrolled. (I understand the deferment will be subject to course availability.)
- ☐ I understand that I need to seek advice from immigration on the potential impact of this deferment on my student visa.

|   |  |                           |  |
|---|--|---------------------------|--|
| Current Course Start Date:  |  | Requested New Start Date: |  |
| Provide reason for requesting an enrolment deferral, and Provide supporting documentation |  |                           |  |

Requests to defer must be received by PEIA with at least one weeks' notice prior to the course commencement date.

- ☐ I wish to **Suspend** my enrolment to another course date. (I understand the Suspension will be subject to course availability.)
- ☐ I understand that I need to seek advice from immigration on the potential impact of this deferment on my student visa.

|   |  |                              |  |
|---|--|------------------------------|--|
| From Current Course Date:   |  | To Requested New Start date: |  |
| Provide reason for requesting an enrolment suspension, and Provide supporting documentation |  |                              |  |

Requests to Suspend a current course must be received by PEIA after the course commencement.

- ☐ I wish to **Cancel** my enrolment from this course. (Please provide necessary supporting documents as evidence.)
- ☐ I understand that I need to seek advice from immigration on the potential impact of this deferment on my student visa.

Provide reason for request to cancel your enrolment, and Provide supporting documentation

*Cancellations are subject to approval by PEIA Management (CEO / PEO).*

### Students Signature:

|   |                     |                      |                        |                     |  |
|---|---------------------|----------------------|------------------------|---------------------|--|
| Student's Name:   |                     | Student's Signature: |                        | Date:               |  |
| Document Name: Student Deferral, Suspension and Cancellation Form |                     |                      | RTO Code: 46265        | CRICOS Code: 04277E |  |
| Version: 2.1  | Approved: Sept 2024 |                      | Review Date: Sept 2025 | Page 1 of 2         |  |



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### PEO REVIEW/DECISION

|                                    |   |
|------------------------------------|---|
| Approved / Declined:               |   |
| Provide Justification/Explanation: |   |
| Decision:                          | APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> |

|            |  |                               |  |
|------------|--|-------------------------------|--|
| Signature: |  | Management Name and Position: |  |
|------------|--|-------------------------------|--|

### Administration and Data Requirement

PEIA managers and staff each have a responsibility to ensure that all student records and data are fully always maintained and are current, therefore you are to ensure all PEIA documentation, applications and forms completed and duly signed, authorised and approved by relevant delegate regarding an PEIA enrolled student, information must be entered correctly and in a timely manner.

PEIA staff are to ensure all data entries made into the PRISMS student/course records are completed strictly in accordance with the PRISMS User Guide. An electronic copy of the PRISMS User guide is available on the Elpis Staff Dropbox – within the 'Compliance' Folder.

**Note: Data entries within PRISM are only to be made by authorised and appointed PEIA Staff who have successfully completed the PRISMS induction and training session/s.**

OFFICE USE ONLY

Student was informed of the need to seek advice from immigration on the potential impact on the student visa

Updated on PRISMS (where applicable):

Updated on Student Management System:

Student notified via emailed:

☐

☐

☐

☐

Date email sent

|                      |  |                 |  |
|----------------------|--|-----------------|--|
| Processed by (Name): |  | Date Processed: |  |
|----------------------|--|-----------------|--|

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