

Application to Defer suspend or cancel enrolment Form.



**COLLINS
INTERNATIONAL COLLEGE**
MELBOURNE

CRICOS CODE:03887J RTO CODE:45652

Career Solutions Group Pty Ltd The Trustee for Career Solutions Trust

Student Details: -

Student Number (if applicable)		Date of birth	
First name		Last name	
Course enrolled			
Postal address			
Email		Phone	

I wish to apply to: -

<input type="checkbox"/> Cancel my enrolment for all the courses / or		
<input type="checkbox"/> DEFER my enrolment.	New course start date	
<input type="checkbox"/> SUSPEND my enrolment.	From date [______]	To date [______]
<input type="checkbox"/> course Change request [Please explain in detail at the below]		

I am aware of the circumstances for deferral, suspension, or cancellation of my enrolment and the following is a brief summary of the reasons to support my application:

- Please attach all supporting documentation for your application
- Please allow 10 business days to process your request.

IN SIGNING THIS APPLICATION, I ACKNOWLEDGE:

I am aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Student Visa. I am responsible for contacting DHA in relation to my student Visa status.

Name:	Date:	Signature:
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Administration Use Only

Date Application to Defer, Suspend or Cancel received

Application received by

If applicable- relevant supporting documents attached: Yes No

Has the application been approved by the Accounts Department? Yes No

Accounts Officer

Date of approval

Signature

Has the application been approved by the Records Manager? Yes No

Admin Manager

Date of approval

Signature

Has the application been approved by the Admin Manager? Yes No

Has the release letter application been approved by the Admin Manager? Yes No

Admin Manager

Date of approval

Signature

The appropriate government agency(s) have been notified of the result of the students request (via PRISMS) Yes No

Approval letter of deferment, suspension, or cancellation has been generated and sent to the student Yes No

Application administrative tasks processed by Date

Application outcome updated on TEAM RTO Software by Date
Comments