



Deferral, Suspension and Cancellation Form

The Application will be assessed within the framework of our Deferral, Suspension and Cancellation Policy

SECTION 1 – STUDENT INFORMATION – TO BE COMPLETED BY THE STUDENT

Student Number

Course Name

Family Name

Course Number

First Given Name

Address

Other Given Name

Phone number

Date of Birth

SECTION 2 – CHANGE DETAILS AT STUDENT'S REQUEST

DEFER

I wish to defer my course to another course date. I understand my deferral will be subject to course availability and will only be granted if compassionate and compelling circumstances exist.

Defer to Date

Deferral Reason

Signature

Date

SUSPEND

I wish to suspend my studies at ASA. I understand that a leave of absence will normally only be granted for a maximum of two quadesters and only granted in compassionate or compelling circumstances.

Suspend to Date

Suspension Reason

Signature	Date

CANCEL

I wish to cancel my enrolment in this course. I understand that my enrolment has an expiry date	
Cancellation Date	
Cancellation Reason	
Signature	Date

SECTION 3 – CHANGE DETAILS AT PROVIDER’S REQUEST

SUSPEND

<p>The Australian School of Accounting wishes to suspend the student’s enrolment in this course. Suspension and cancellation reasons include:</p> <ul style="list-style-type: none"> • Misbehaviour (against the Code of Conduct)
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<ul style="list-style-type: none"> • Failure to pay an amount required to pay to continue the course • A breach of course progress or attendance requirement 	
Suspend to Date	
Suspension Reason	
Signature	Date

CANCEL

The Australian School of Accounting wishes to cancel the student's enrolment in this course.	
Cancellation Date	
Cancellation Reason	
Signature	Date

SECTION 4 – AUTHORISATION

Has finance cleared this request? Yes No

Has the change request been approved by the Principal? Yes No

Date processed

Name

Position

Signature

SECTION 5 – ADMIN USE ONLY

Has the system (MESHED) been updated? Yes No

Has the formal letter been sent? Yes No

Sent date

Sent by

Position

Signature