

Application for Deferment Suspension or Cancellation of Enrolment

Student Name			
Student Number			Date
Reason for Application	Student Requested	HARVARD INTERNATIONAL COLLEGE Initiated Requested	Other (Specify):

Section one: Reason for Application

The reason for this application for Deferment, Suspension or Cancellation of Enrolment is due to:

- | | |
|---|---|
| ☐ Compassionate circumstances | ☐ Compelling circumstances |
| ☐ Student misbehavior | ☐ Unsatisfactory course attendance |
| ☐ Nonpayment of fees | |
| ☐ Unsatisfactory course progress | ☐ Other |
| ☐ Cheating, plagiarism, | |

Provide a detailed description of the reason chosen above.

Section Two: Supporting Documentation

Student Evidence

Is documentation (e.g. medical certificate) being provided to support the reason stated in section one

☐ No

☐ Yes

If yes, provide details of documentation provided and keep photocopy on the student's file for reference.

Student Right to Appeal

This decision is appealable by the student in the first instance through the Internal Complaints and Appeals system.

This application, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

Student Declaration

I (enter student name) declare that the reason and evidence provided is accurate and true

Signature

Date

STUDENT ADMINISTRATION USE ONLY

Section Three: Action to be taken:

Action to be taken:

- ☐ Deferment of studies
- ☐ Suspension of studies
- ☐ Cancellation of studies

Reasons for decision:

- Reason 1
- Reason 2

People to be contacted on the decision taken:

- ☐ Student

☐ *Applicable Staff*

☐ *PRISMS / DHA*

Who:

When:

Action required by: _____ *Signed* _____
CEO or Student Administrator

NOTE

1. The student is to be provided with a copy of this Application