

Application for Deferral, Suspension, Cancellation or Transfer of Enrolment

Important:

This form must be read in conjunction with the *AIL-POL-014 Deferral, Suspension or Cancellation of Enrolment Policy and Procedure*.

Submitting this form indicates that you have read and understood the policy requirements.

This form applies to all VET and ELICOS students requesting a variation to their enrolment. Requests must be submitted to the Student Services Team either in person or via email at admin@ail.edu.au.

Section A – Student Details			
Given Name		Surname	
Course Name			
Email		Phone	
Section B – Type of Request (tick one)			
☐	Deferral (before course start)	☐	Cancellation (withdrawal from course)
☐	Suspension (temporary leave)	☐	Transfer to another provider (attach new offer letter)
If this request is for Deferral or Suspension, please indicate the period:			
From: ___ / ___ / _____ To: ___ / ___ / _____			
Section C – Reason for Request			
Please specify your reason(s) and provide all relevant details below:			
<i>Examples: medical condition, bereavement, visa delay, personal or family emergency, or course not available.</i>			
Section D – Supporting Documentation			
Please attach copies of the following (if applicable):			
☐ Medical certificate ☐ Police report ☐ DoHA correspondence			
☐ Other evidence: _____			

Section E – Student Declaration

I confirm that the information provided above is true and correct. I understand that this application may affect my student visa status (as determined by DoHA).

Signature of Student:		Date:	
For students under 18, this form must also be signed by a parent, guardian, or approved welfare provider.			
Signature of Parent/Guardian:		Date:	

Section F – OFFICE USE ONLY

Role	Name	Date	Signature
Student Services Officer			
Director of Compliance			
Managing Director			
PRISMS Updated by			
All applications, evidence, and approvals must be filed in the student's record and retained for a minimum of two years.			