



Defer, Suspend or Cancel Enrolment – Application Form

Student Details form with fields for Student Name, Student Number, Contact Number, Date of Application, Postal Address, Email Address, and Course Enrolled (PSP60816 Advanced Diploma of Translating, PSP50916 Diploma of Interpreting).

I \_\_\_\_\_ wish to apply to: (Insert name)

- DEFER my enrolment
SUSPEND my enrolment
CANCEL my enrolment

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:

Blank lines for providing a brief summary of reasons to support the application.

(Please attach any supporting documentation for your application)

Signature box containing acknowledgment text and fields for Print Name, Signature, and Date.



OFFICE USE ONLY		
Date Application to Defer, Suspend or Cancel received		
If applicable- relevant supporting documents attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any applicable Refund?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Application approved by the Management? Applicable Signature: _____ Date:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Application requires follow up (if yes list what is required: _____ _____ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval letter of deferment, suspension, or cancellation has been generated and sent to the student	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of the Approval letter is filed in the student file	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The appropriate government agency(s) have been notified of the result of the students request ( via PRISMS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application administrative tasks processed by:		
Accounting Comments (if applicable):		
Accounting Manager's Signature:		