



# Deferment/Suspension/ Cancellation Request Form

**\*Please note:** Deferment, suspension and cancellation is not granted automatically on application. This form will be assessed once all documentation has been received. The college may ask for more documentation if required. Applications are usually processed in 7 working days

## 1. Current Details:

<b>Student ID Number:</b>	<b>Date of Birth (dd/mm/yyyy):</b>
<b>First Name:</b>	<b>Last Name:</b>
<b>Email:</b>	<b>Contact Number:</b>
<b>Australian Address:</b>	

## 2. Request (Please tick one):

### Deferment (Request to delay the course start date):

<b>Current commencement date (dd/mm/yyyy):</b>	
<b>New commencement date (dd/mm/yyyy):</b>	
<b>Reason (please attach any supporting documents):</b>	

### Suspension (Temporarily request to stop my studies):

<b>Suspend from (dd/mm/yyyy):</b>	
<b>Date returning to studies (dd/mm/yyyy):</b>	
<b>Reason (please attach any supporting documents):</b>	

### Cancellation

<b>Course (s) Name:</b>	
<b>Cancel / finish my course on (dd/mm/yyyy):</b>	
<b>Reason (please attach any supporting documents):</b>	
<b>Do you require any document from Liberty Construction College?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Letter of Release <input type="checkbox"/> Yes, Other: <input style="width: 500px; height: 20px;" type="text"/>	



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### 3. Student Declaration

I have read full and understand and accept the Liberty Construction College Policy for Deferring, Suspending or Cancelling a Student’s Enrolment. Please make sure to read the policy from International Student Handbook and Course Guide:

<https://libertycollege.edu.au/international-student-handbook/>

Student’s Signature:

Date (dd/mm/yyyy):

Office Use Only	
<b>Date Received:</b>	<b>Received By:</b>
<b>Evidence Documents Received?</b> <input type="checkbox"/> Yes, upload to student management system <input type="checkbox"/> No	<b>Detail Upload to:</b> <input type="checkbox"/> Student Management System <input type="checkbox"/> Student File <input type="checkbox"/> PRISMS
<b>Decision:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Declined	<b>Approval By:</b>
<b>Reason for Declined:</b>	
<b>Decision email to student:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Letter of Release; other documents email to student:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not for this case.
<b>PRISMS CoE(s) update and email to student:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Refund applies to this case?</b> <input type="checkbox"/> Yes. Refund form attached? <input type="checkbox"/> No