



Current Details:

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

Request (Please tick one):

Deferment (Request to delay the course start date):

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

Extension:

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

Suspension (Temporarily request to stop my studies):

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

Cancellation

Course (s) Name:	
Cancel / finish my course on (dd/mm/yyyy):	



Deferment/Extension/Suspension/Cancellation Request Form

Liberty Construction College

CRICOS Code: 03621B/Provider Code: 45199

Reason (please attach any supporting documents):

Do you require any document from Liberty Construction College?

No

Yes, Letter of Release

Yes, Other:

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/wp-content/uploads/2020/05/Handbook-updated-2020.pdf>

Student's Signature:

Date (dd/mm/yyyy):

Office Use Only

Date Received:

Received By:

Evidence Documents Received?

- Yes, upload to student management system
 No

Detail Upload to:

- Student Management System
 Student File
 PRISMS

Decision:

- Approved
 Declined

Approval By:

Reason for Declined:

Decision email to student:

- Yes
 No

Letter of Release; other documents email to student:

- Yes
 No
 Not for this case.

PRISMS CoE(s) update and email to student:

- Yes
 No

Refund applies to this case?

- Yes. Refund form attached?
 No