



**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>	

**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>	

**Extension:**

<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>	



# 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