

## Deferral, Suspension and Cancellation Form

The Application will be assessed within the framework of our Deferral, Suspension and Cancellation Policy

### SECTION 1 – STUDENT INFORMATION – TO BE COMPLETED BY THE STUDENT

**Student Number**

**Course Name**

**Family Name**

**Course Number**

**First Given Name**

**Address**

**Other Given Name**

**Phone number**

**Date of Birth**

### SECTION 2 – CHANGE DETAILS AT STUDENT'S REQUEST

☐ **DEFER**

I wish to defer my course to another course date. I understand my deferral will be subject to course availability and will only be granted if compassionate and compelling circumstances exist.

Defer to Date

Deferral Reason

Signature

Date

☐ **SUSPEND**

I wish to suspend my studies at ASA. I understand that a leave of absence will normally only be granted for a maximum of two quadesters and only granted in compassionate or compelling circumstances.

Suspend to Date

Suspension Reason

Signature	Date

☐ **CANCEL**

I wish to cancel my enrolment in this course. I understand that my enrolment has an expiry date	
Cancellation Date	
Cancellation Reason	
Signature	Date

### SECTION 3 – CHANGE DETAILS AT PROVIDER’S REQUEST

☐ **SUSPEND**

<p>The ASA Institute of Higher Education wishes to suspend the student’s enrolment in this course. Suspension and cancellation reasons include:</p> <ul style="list-style-type: none"> <li>Misbehaviour (against the Code of Conduct)</li> </ul>
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<ul style="list-style-type: none"> <li>• Failure to pay an amount required to pay to continue the course</li> <li>• A breach of course progress or attendance requirement</li> </ul>	
Suspend to Date	
Suspension Reason	
Signature	Date

☐ **CANCEL**

The ASA Institute of Higher Education wishes to cancel the student's enrolment in this course.	
Cancellation Date	
Cancellation Reason	
Signature	Date

#### SECTION 4 – AUTHORISATION

Has finance cleared this request?

Yes

No

Has the change request been approved by the Principal?	Yes	No
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Date processed

Name

Position

Signature

#### **SECTION 5 – ADMIN USE ONLY**

Has the system (MESHED) been updated?	Yes	No
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Has the formal letter been sent?	Yes	No
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Sent date

Sent by

Position

Signature