

International Student Defer, Suspend or Cancel Studies Form

Request for Release from Principal Course for International Students

Section 1 – To be completed by student

Section 2 – To be completed by International Services Department

Section 1

Family Name

Given Name/s

Date of Birth Student ID Passport Number

Address Suburb Postcode

Email Mobile

Course

Please select (✓) from 1 of the following options

- Request to defer (applies prior to course commencement) Deferment period required
- Request to suspend (applies after course commencement) Suspension period required
- Request to cancel studies Reason for cancellation

Please ✓	Reason	Evidence required
<input type="checkbox"/>	I have an ongoing illness that is preventing me from studying or attending classes	Medical certificate to support claim
<input type="checkbox"/>	A close relative is very sick and I have to take care of them	Medical certificate of the relative and evidence of proof of relationship
<input type="checkbox"/>	A close relative has died recently and this affecting my ability to study or attend classes	Death certificate of relative and evidence of proof of relationship
<input type="checkbox"/>	There are compelling & compassionate circumstances which is preventing me from continuing my studies at this time	Documented evidence or statutory declaration
<input type="checkbox"/>	I have a personal reason for seeking to temporarily defer my studies	Documented evidence or statutory declaration
<input type="checkbox"/>	I need to defer the commencement of my studies due to delays in obtaining a student visa	

Further details

Declaration

I certify that the information provided on this document and any supporting documentation is true and correct.

Student signature Date

Section 2

Received by (staff member) Date

Assessed by (staff member) Date

Approved Yes No Date letter issued

Action required if approval granted

PRISMS

International database – status updated

Invoice cancelled (if applicable)

Teaching department advised via email