



Deferral/Suspension of Study/Cancellation of Enrolment

Please send your completed form to:

International Student Support Officer, Melbourne College of Business and Technology, Level 1, 991 Whitehorse Road, Box Hill, VIC, 3128

Personal Details	
Family Name:	Given Names:
Student ID:	Date of Birth: (dd/mm/yy): ___/___/___
Current Mailing address:	
Home phone: ()	Email Address:
Are you a sponsored student: <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, who is your sponsor:
Deferral/Suspension/Cancellation of Study (NOTE: an appointment with the International Student Support Office must be made first)	
I wish to Defer/Suspend/cancel my Study at Melbourne College of Business and Technology from: ___/___/___ to ___/___/___	
Reasons for requesting Deferral/Suspension/cancellation of Study are as follows (please attach evidence to this form):	
Please Note: Deferral/Suspension of studies for International students is only permitted under compassionate or compelling circumstances such as serious illness, death in the family or for some other exceptional reason. Students will be required to provide evidence to support their deferral application on the grounds of compassionate or compelling circumstances. In granting a student's deferment/suspension Melbourne College of Business and Technology will: notify the commonwealth government (via PRISMS within 14 days), and inform the student that their student visa may be affected.	
Cancellation of Enrolment	
I wish to Cancel my Enrolment at Melbourne College of Business and Technology as of: ___/___/___	
Reasons for cancelling my enrolment are as follows:	
Please Note: In granting a student's cancellation of enrolment, Melbourne College of Business and Technology will notify the commonwealth government (via PRISMS within 14 days), and inform the student that their student visa may be affected. Student Enrolment/Application fees are NOT refundable however prepaid course fees may be refundable – to check eligibility for a refund please contact Melbourne College of Business and Technology office, Students who are eligible for a refund should complete the Application for Refund form available from Melbourne College of Business and Technology office.	
Student Policies	
The International Student Policy on Cancellation of Enrolment and Deferral/Suspension of Study are contained in the International Student Handbook or is available from Melbourne College of Business and Technology office.	
Privacy disclaimer: <i>The information provided by the student to the provider may be made available to Commonwealth and State agencies, the Fund Manager of the ESOS Assurance Fund, and the Tuition Assurance Scheme, pursuant to obligations under the ESOS Act 2000 and the National Code Standard 3.1; and the provider is required, under the ESOS Act 2000 and the National Code, Standards 10 and 11, to tell the Department about: certain changes to the student's enrolment; and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.</i>	
Student Signature:	Date: ___/___/___ (dd/mm/yy)
Print Name:	



This section is for office use only

<input type="checkbox"/> Academic Reviewed	By: <input type="checkbox"/> Approved <input type="checkbox"/> Declined Comments:	Date:
<input type="checkbox"/> Student Notified	By:	Date:
<input type="checkbox"/> Student Management System Updated	By:	Date:
<input type="checkbox"/> CoE cancelled	By:	Date: