

With reference to Standard 9 of NCP, Registered providers can defer or suspend the enrolment of an overseas student if there are compassionate or compelling circumstances.

INFORMATION TO NOTE:

- Deferment/Suspension will be approved only under compassionate and compelling circumstances.
- Students must submit the evidence of compassionate and compelling circumstances together with this request form to support the claim.
- If the student goes overseas or is returning to their home country during this time, a confirmed air ticket should also be submitted with this request form.
- Deferment/Suspension may affect the course end date and future course(s) commencement date(s). This may lead you to apply for an extension of your student visa to complete the course(s).
- The units that you will miss during deferment are subject to availability. ACTB College may or may not be able to offer these units upon your return, and you may need to make other arrangements to complete them.
- Please contact the Course Coordinator upon return to make arrangements for any missed units during the deferment period.
- You must complete the Course Resumption Form upon return to resume classes.
- Submit at least 10 business days before the requested start date and attach required evidence.
- This request may affect your student visa. You should contact the Department of Home Affairs (DHA) to check any visa implications before proceeding.
- If you disagree with a decision, you may appeal under ACTB's Complaints and Appeals policy. We aim to finalise investigations within 60 days.

SECTION 1: STUDENT INFORMATION

Student Name:

Date of Birth (DD/MM/YYYY): / /

Student ID Number:

Reason for request:

Current Course Name:

Course Start Date: / /

Course End Date: / /

Deferment/Suspension
Start Date: / /

Deferment/Suspension
End Date: / /

Signature:

Date: / /

