

Course Deferral and Suspension Form

Student's Personal Details				
Full name:				
Student ID:		USI No:		
Course Code & Name:				
Address:				
Post Code:				
Phone no:				
Email ID:				
Request for: (Please tick the following)				
☐ Deferment	From:		Till:	
☐ Suspension	From:		Till:	
Please tick the reason for request.				
☐ Medical Grounds	☐ Compelling/compassionate Reasons		☐ Future intake/Date	
Please provide details of the reason:				
International students must state the reason and provide documentation for deferring/suspending their studies as VSC is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.				
Documents attached:				
☐ Medical Certificate	☐ Travel Documents	☐ Mails	☐ Supporting certificates	
☐ Others; please specify				
Points to be noted:				
- Please note that the institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the same has been attached. - Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation. - In case where deferment or suspension has not been granted, students are required to attend their classes at VSC as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs. - Students have the right to appeal through VSC's complaints and appeals process, in accordance with standards 10 (Complaints and appeals) of National Code 2018, within 20 working days. The deferment, suspension or cancelation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.				

Please note: It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia.

Students Declaration:

I understand that suspension or deferral may result in extension of my course duration and an extended CoE, whereas, cancelling my course will result in the cancellation of my CoE. I also understand that deferment/suspension/Cancellation may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) Affairs on the potential impact on my student visa.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
- ☐ I have been advised of all the relevant information in relation to the request made on this form.
- ☐ I am aware of my right to appeal.
- ☐ I have been advised that the time for processing of the application is 10 working days.
- ☐ I understand that an administration fee is involved of \$250 if I am granted permission for deferment/suspension
- ☐ I agree to pay any additional fees that may apply to my new course

Student Signature:

Date:

Office use only:

Authorised person approval	Name			
	Signature		Date:	
Decision of Request	☐ Granted ☐ Not Granted			
Decision granted/not granted by:	Name:			
	Signature:		Date:	
Course Adjustment (If required):				