

HEFOR07 APPLICATION TO DEFER, SUSPEND OR CANCEL ENROLMENT

International Students

STUDENT DETAILS			
STUDENT'S FAMILY NAME:		STUDENT'S FIRST NAME:	
TITLE (Mr/Mrs/Ms/Dr etc.):		SCEI-HE STUDENT ID:	
DATE OF BIRTH:		PHONE:	
EMAIL:		COURSE:	

I, [_____], wish to apply to (please tick one):

	DEFER my enrolment (Complete Sections A and D)
	SUSPEND (TAKE A LEAVE OF ABSENCE) my studies (Complete Sections B and D)
	CANCEL my enrolment (Complete Sections C and D)

Tick which box you are applying for. If you are not sure which one to tick, please read the definitions below.

Students should also refer to the following policies as outlined on the enrolment form, the student handbook and the SCEI-HE website:

- Student Fees and Charges
- Refund Policy and Procedure
- Transfer of Students Between Providers
- Complaints and Appeal Policy and Procedure

(Please note that a Letter of Release will not be given until all outstanding fees are paid)

SECTION A: DEFERMENT OF COURSE	
What does it mean to defer your studies?	
It means delaying the commencement of your course prior to the start date. This is for students who have not yet commenced their course at Southern Cross Education Institute (Higher Education) and wish to start their course at a later date than the commencement date mentioned in their eCoE (electronic Confirmation of Enrolment).	
ORIGINAL COURSE START DATE:	
DEFERRED COURSE START DATE:	

<p>REASON FOR DEFERMENT: (please tick one or provide details)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visa delays <input type="checkbox"/> Delayed commencement of prior studies <input type="checkbox"/> Financial reasons <input type="checkbox"/> IELTS delays <input type="checkbox"/> Compassionate and compelling circumstances <input type="checkbox"/> Illness or disability <input type="checkbox"/> Compassionate circumstances (such as the death of a close family member) <input type="checkbox"/> Major political upheaval or natural disaster <input type="checkbox"/> A traumatic experience (such as witnessing an accident or crime) <input type="checkbox"/> Did not complete Casper Test prior to intake <input type="checkbox"/> Other (please provide details) 	<p>PLEASE PROVIDE EVIDENCE TO SUPPORT DEFERMENT OF THE COURSE: (This is a limited list and you should ensure the evidence is appropriate)</p> <p>Examples include:</p> <ul style="list-style-type: none"> ● Proof of Visa Lodgement Date ● Proof of IELTS exam date ● Medical Certificate ● Death Certificate ● Police or psychologists report
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SECTION B: TAKE A LEAVE OF ABSENCE

What does it mean to suspend your studies?
This is for students who have already commenced studies at Southern Cross Education Institute (Higher Education) and wish to suspend their studies for a semester or longer.

Leave of absence START DATE:	
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Leave of absence FINISH DATE:	
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<p>REASON FOR SUSPENSION: (please tick one or provide details)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical <input type="checkbox"/> Illness, disability or pregnancy <input type="checkbox"/> Compassionate circumstances (such as the death of a close family member) <input type="checkbox"/> Major political upheaval or natural disaster in home country <input type="checkbox"/> A traumatic experience (such as witnessing an accident or crime) <input type="checkbox"/> Other (please provide details) 	<p>YOU ARE TO PROVIDE EVIDENCE TO SUPPORT YOUR REASON FOR SUSPENSION. I can supply the following and have attached it to my application.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A medical certificate from my doctor. <input type="checkbox"/> A copy of a death certificate for a death in the family. <input type="checkbox"/> Letter from consulate <input type="checkbox"/> A court order from a court or lawyer explaining why you need to suspend your course <input type="checkbox"/> Police or psychologists report <input type="checkbox"/> Other evidence supporting my claim (Please attach)
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SECTION C: CANCELLATION OF COURSE

What does it mean to cancel your studies?

Local students can cancel their studies (withdrew from their course) with SCEI-HE before census date. International students who wish to withdraw from their course will first have to clear any remaining fees as outlined in the Refund Policy and Procedure (HEPP25).

International students should note that cancellation of a course could result in cancellation of your CoE. If you want to change course, you need to apply to the new course first.

(International Students are advised to speak with their course coordinator as changing courses will likely affect your Student Visa)

CANCELLATION FROM DATE:

REASON FOR CANCELLATION:

(please tick one or provide details)

- Returning to home country permanently
- Medical reasons
- Applying/ applied for another Visa
- Transferring to another institution
- Changing course
- Other (please provide details)

YOU ARE TO PROVIDE EVIDENCE TO SUPPORT YOUR REASON FOR CANCELLATION.

Example of evidence appropriate for cancellation of your course:

- Flight ticket
- Medical certificate
- Visa copy
- Letter of offer from another institution

(Where students are transferring to another course, they need to complete SCEI-HE STUDENT TRANSFER REQUEST FORM.)

SECTION D: STUDENT DECLARATION

I, hereby declare that all the information provided in this form is true and correct. I am also aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect the conditions of my Student Visa.

Where my application to defer, suspend or cancel my enrolment is for a period more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs (DHA). I have also read and understand the policies mentioned in this document.

Signature of Student: _____ Date: _____

IMPORTANT NOTICE FOR STUDENTS

- Please discuss your situation with your academic staff and/or student welfare before submitting your application.
- Ensure that all the supporting documents (if applicable) are attached with this application.

THIS PAGE IS FOR OFFICE USE ONLY

STEP 1: RECEIVING APPLICATION	
<p>To be completed by the SCEI-HE student support.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Refund Policy explained to the student <input type="checkbox"/> **Check with accounts and inform student if fees outstanding (cancellations). <input type="checkbox"/> Amount outstanding (if any) \$ _____ <input type="checkbox"/> Student details provided <input type="checkbox"/> Student signature obtained <input type="checkbox"/> Supporting documents provided <input type="checkbox"/> Student reminded of the Complaints and Appeals Policy <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p>** International students who wish to withdraw from their course will first have to clear any remaining fees as outlined in the Refund Policy and Procedure (HEPP25).</p> <p><i>Please forward this to the Head of Marketing, or Academic Director for assessment.</i></p>
STEP 2: ASSESSMENT OF APPLICATION	
<p>To be completed by the Head of Marketing (cancellation) or Academic Director (deferral and suspensions)</p> <p>This application must be assessed in accordance to HEPP58 Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Application Approved <input type="checkbox"/> Application Rejected <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p>
STEP 3: FILING	
<p>To be completed by student administration.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The application form has been completed by all parties. <input type="checkbox"/> All Supporting documents are attached with the application. <input type="checkbox"/> Copies of all written correspondence sent to the student are attached with the application. <input type="checkbox"/> Student has been notified in writing <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p style="text-align: center;"><i>Please file in the student admin file.</i></p>

All information contained in this document is subject to Privacy Act (1988) Privacy Act and Health Records Act 2001. Information will only be shared with the appropriate government agencies in line with relevant policies pertaining to enrolment, Student Visa and census reporting as per legislative requirements.