



Student Course Withdraw/Deferment Request Form

1. PERSONAL DETAILS

Student ID: _____ Course: _____
Family name: _____ Given name: _____
Current residential address: _____
State: _____ Postcode: _____
Contact phone number: _____ Email address: _____

2. COURSE VARIATION

- ☐ Deferment or Postponed my studies: ____/____/____ to ____/____/____ (new intake date)
☐ Withdraw /Discontinue my studies¹ from ____/____/____
 • Request Release letter ☐ Yes / ☐ No, if yes must attached offer letter/ eCOE from another provider- (Provider Transfer request form)
☐ Suspend my studies² from ____/____/____ to ____/____/____
☐ Complete my course early³ by ____/____/____

Reason for Variation:

Conditions: For all above variations, AIC will notify DIBP, and some variations may also affect your student visa;

1. Student must inform four weeks in advance about their intention to discontinue studies. Failure to do so may incur charges when students require any document from Australian International College.
2. Students can suspend their studies on the ground of compassionate or compelling circumstances. All Fees due during the suspension period must be paid. Subjects missed during the suspension period can be done during holidays at additional cost or when the subject is offered as per the annual timetable at no cost. All bookings must be made with Heads of Studies. Students can only suspend for maximum of 3 months. Student suspending their studies for more than 6 weeks must leave Australia unless doctor's certificate shows that traveling is not recommended. Evidence such as flight tickets, doctors certificate Death certificates must be submitted. Suspension cannot be granted unless proper evidence is submitted to Australian International College. Students must contact Australian International College - after resuming their studies. Students must contact Australian International College immediately if there is any delay in resuming their studies. Enrolment of students not resuming their studies within 2 weeks after suspension period is completed will be terminated.
3. Students wishing to complete their course early will have to pay early completion fees. Last semester fees must be paid before commencing the early completion subjects. Students will need to apply for a new visa within 28 days after early completion date (if necessary).

INTERNATIONAL STUDENTS

Please note: Deferring, suspending or discontinuing from an enrolment may affect the student visa granted. AIC will notify the Department of Education and Training via PRISMS as required under the ESOS Act 2000.

1. To comply with visa conditions, international students must:

- maintain a valid visa
- complete their course by the expected completion date as specified on the eCoE
- provide the Institute with address details within seven days of arrival or address change
- maintain a full-time study load
- not exceed the maximum number of hours allowed to work on the student visa
- maintain Overseas Student Health Cover or equivalent

2. Students should contact the Department of Immigration and Border Protection (DIBP) to discuss how withdrawing from a provider may impact their visa.

3. Refer to the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure for further information.



3. DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form and as specified in the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure.

Student's signature: _____ *Date:* ____/____/____

OFFICE USE ONLY

Received by: / /		Received date: / /	
Account Reviewed by:		Date:	
Comments:			
Outstanding Fees Checked:	<input type="checkbox"/> Yes <input type="checkbox"/> No By:		
Amount Paid:	\$		
Receipt No:			
Admission Updated by:		Date:	
Comments:			
Updated Roll Sheet:	<input type="checkbox"/> Yes <input type="checkbox"/> No By:		
Student's File Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By:		
Prisms Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By:		