



Deferral, Extension, Suspension or Withdrawal Form

Student Details

Student Name	
Student ID	
Course Code and Name	
Course Intake	
Campus	

Request details

Request	☐ Deferral ☐ Extension ☐ Suspension ☐ Withdrawal
Effective date(s) (deferral / suspension period or withdrawal date)	
Reason	

Student declaration

By signing this form, I certify that the information provided in this form is true and correct.

I am aware that should my request be denied, then I can appeal the decision within **20 business days** in accordance with the Complaints and Appeals policy. You may refer to the Student Handbook for more information.

Student signature	
Student name	
Date	
Where the learner is under 18 years old:	
Parent or Legal guardian signature	
Parent or Legal guardian name	
Date	



Admin Use Only	
Name	
Position	
Action	☐ Approved ☐ Not Approved
Reason for decision	
Refund processed (if applicable)	☐ Yes ☐ No Date processed:
Logged in Notes	☐ Yes ☐ No Date logged:
Confirmation of decision letter sent	☐ Yes ☐ No Date sent: Sent by:
Appeal lodged	☐ Yes ☐ No Reference number:
CEO signature	
Date	