# Defer, Suspend or Cancel Enrolment Form – International

**HE International Students – CRICOS 00231G courses.**

This form is used when an enrolled International Student requests deferral of course start date, suspension of a course, cancels enrolment applies to change course.

* Please refer to the [Deferring, Suspending or Cancelling Enrolment Policy – International](https://acnm.s3-ap-southeast-2.amazonaws.com/pub/DOCID-3-1352.docx) and [Deferring Suspending or Cancelling Enrolment Procedure - International](https://acnm.s3-ap-southeast-2.amazonaws.com/pub/DOCID-3-403.pdf) for further information.
* International students studying on a student visa must be aware that any change to their enrolment may affect their student visa.
* Deferral is the postponement of commencement date of the course (for no longer than six (6) months) and can only be initiated by an enrolled student in documented compassionate or compelling circumstances.
* Suspension is an interruption to the student’s course and can be initiated by either the College or the student in documented compassionate or compelling circumstances.
* Cancellation of enrolment can be initiated by a student or the College. Students who initiate a cancellation at any time for any reason should consider the financial penalties they may incur when submitting an application.
* Change of Course is subject to academic review and Entry Requirements of proposed course.

**NOTE:** Sufficient documentary evidence of compassionate or compelling circumstances must be provided to allow your application to be considered. Incomplete applications or insufficient documentary evidence will require you to resubmit your application for review.

**Policies are available via** [**https://www.endeavour.edu.au/policies-and-procedures**](https://www.endeavour.edu.au/policies-and-procedures)

personal details

|  |  |
| --- | --- |
| Student Number  | Date of Birth  |
| Title  | Given Name  | Family Name |
| Email |
| Phone Number |

Course details

|  |  |
| --- | --- |
| Course  | Campus  |
| Current Expected - Course Completion Date as per Confirmation of Enrolment (CoE)  |

## Course Deferral

I wish to defer (postpone) the commencement of my course from:

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | (Intake period) **TO** | Date: | (Intake period). |

|  |
| --- |
|[ ]  I have attached an [ECNH – Special Consideration Application Form](https://acnm.s3-ap-southeast-2.amazonaws.com/pub/DOCID-3-486.pdf) with Documentary Evidence of compassionate or compelling circumstances sufficient to support my application. |
|[ ]  I understand that the start of a course cannot be deferred for longer than six (6) months. |

## Course Suspension

I wish to suspend my current course from:

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | **TO** | Date: |  |

|  |
| --- |
|[ ]  I have attached an [ECNH – Special Consideration Application Form](https://acnm.s3-ap-southeast-2.amazonaws.com/pub/DOCID-3-486.pdf) with Documentary Evidence of compassionate or compelling circumstances sufficient to support my application. |
|[ ]  I understand that a course cannot be suspended for longer than twelve (12) months. |
| **NOTE**: Re-entry into your course after suspension will need to align with the course structure based on an intake period, you will need to discuss this with the International Student Adviser. |

## Course Cancellation

I wish to cancel my enrolment as of:

|  |
| --- |
| Date: |

|  |
| --- |
|[ ]  I have read the [Refund Policy – International](https://acnm.s3-ap-southeast-2.amazonaws.com/pub/DOCID-3-408.pdf) and understand financial penalties may apply. |
|[ ]  International Student Visa holders only - I understand that a course cancellation will result in the cancellation of my CoE and will affect my International Student Visa. |
| Reasons for Course CancellationYour feedback is important to us, please provide reasons for your request to cancel your course: |
|  |
|  |
|  |

## Course Change

I wish to change my course.

|  |
| --- |
| Current Course |
| Course/Qualification: |
| Campus: |
| Proposed Course I would like to change into |
| Course/Qualification: |
| Campus: |

Do you wish to apply for Credit Transfer (CT) or Recognition of Prior Learning (RPL) in the new course?

|  |
| --- |
|[ ]  Credit Transfer (CT) |
|[ ]  Recognition of Prior Learning (RPL) |
|[ ]  None |
| If ‘Yes’ you will be sent the RPL-CT International Acceptance Form. Further information is available at: <https://www.endeavour.edu.au/pathways/credit-transfer/> |
| Reasons for Course ChangeYour feedback is important to us, please provide reasons for your request to change your course: |
|  |
|  |
|  |

## Privacy

The College may be required to provide personal information to designated authorities including the Australian Government as required by law. This may include, but is not limited to sharing information with the Department of Home Affairs (DHA); Department of Education, Skills and Employment (DESE); Independent Tertiary Education Council Australia (ITECA); Independent Higher Education Australia (IHEA); the Tuition Assurance Scheme and Education Services for Overseas Students (ESOS Act.) Assurance Fund Manager. Educational regulatory bodies including; Tertiary Education Quality Standards Agency (TEQSA), Personal information about international students may be shared with College representatives/agents in order to provide overseas students with services. This information includes personal contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of a student visa condition.

## Declaration

I (the undersigned), declare that: *(tick each)*

|  |
| --- |
|[ ]  The information provided on this form is correct and complete.  |
|[ ]  The Policies and Procedures have been made available to me online and; |
|[ ]  I have read, understood and accepted these as conditions of my enrolment. |
|[ ]  I am the student to which this document refers, **OR** |
|[ ]  I am legally authorised to act on behalf of the student whose details are stated within this document. |
| Name  | Signature  | Date  |

This document is then to be emailed to international.students@endeavour.edu.au

#### Office Use Only

|  |  |
| --- | --- |
| Date 1st Received  | Resubmission  |
| **Note International Student Advisers are to review these forms prior to submission to the** **National Quality, Governance and Compliance Manager** |
| Date Accepted  | Date Rejected  |
| Reason for rejection  |
| Send date to National Quality, Governance and Compliance Manager  |
| Form checked and approved by National Quality, Governance and Compliance Manager |
| Form checked and approved by Director, Retention and Student Services  |
| Accepted  | Rejected  |
| Reason for rejection  |
| Student Notified [ ]  | Filed [ ]  | Entered in FileMaker [ ]   |
| Is an Add or Drop Subject Form – Internationalrequired?  |
| Final - Approved [ ]  / Denied [ ]  | Signature  | Date  |