

# Australian Institute of Engineering

ABN: 13 612 727 143

Registered Training Organisation ID 45356 | CRICOS Provider Code 03685G

60 Belfast Street, Broadmeadows, VIC 3047, Australia

www.auie.edu.au | Tel: +61 3 9302 1296



## Application to Defer/ Suspend / Cancel Enrolment or add a Student Course Variation (SCV)

**Student visa holders who have not yet completed 6 calendar months of study in their principal course are require to apply for a release if they wish to study at another education provider.**

Student Details	
Student Name:	
Student ID:	
Mobile/Phone Number:	
Date of Birth:	
Residential Address:	
Course Enrolled:	
Date of Application:	

I \_\_\_\_\_ wish to apply to:

(Insert name)

- DEFER my enrolment
- SUSPEND my enrolment
- CANCEL my enrolment
- Student Course Variation (Changes to the CoE)

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## Reasons for Withdrawal (Please Tick):

- I am staying in my home country and no longer intending to study in Australia
- I am returning to my home country (please provide evidence of your flights to your home country. Flights must be departing Australia within 2 weeks of submitting this form)
- I have changed to a different visa class (please provide a copy of your new visa)
- I have completed more than 6 calendar months of my principal course at Australian Institute of Engineering.

I am aware of the circumstances for deferral, suspension, cancellation or a variation of my enrolment and the following is a brief summary of the reasons to support my application:

(Please attach any supporting documentation for your application)

In signing this application, I acknowledge:

- I understand my current and any future CoEs at the Australian Institute of Engineering will be cancelled.
- I do not have any outstanding fees.
- I understand if I apply for a refund, my application will be assessed in accordance with the Australian Institute of Engineering's International student fee refund procedure.
- I have attached all required documents and evidence, as outlined in section of Reasons for withdrawal.
- I am aware that the decision to grant my deferral, suspension, cancellation or variation of enrolment may affect my Student Visa. I am responsible for contacting the

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Department of Home Affairs (DHA) in relation to my Student Visa status.

- I understand that if I have not completed 6 calendar months of study in my principal course and I am intending to study at another institution, my withdrawal application is invalid and I am required to apply for the release.

Print

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Applications will be assessed within 10 business days of a complete application being submitted.

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Administration use only		
Date Application to Defer, Suspend, Cancel or SCV received		
If applicable- relevant supporting documents attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Application reviewed by the student administration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Admin Signature: Date:		
Does the Application require follow up (if yes list what is required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval letter of deferment, suspension, cancellation or a SCV has been generated and sent to the student	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of the Approval letter is filed in the student file	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The appropriate government agency(s) have been notified of the result of the students request (via PRISMS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application administrative tasks processed by:		