

## Deferment, Suspension, Cancellation Application Form

This form is to be used to apply for a period of deferment or suspension to your enrolled course. This form is also to be used to cancel your enrolment. Deferment and Suspension are normally granted for **8 weeks**. If you wish to extend this period of time, you must re-apply and the administration officer will determine whether an extension is possible.

A student may request a temporary deferment or suspension to enrolment on the grounds of compassionate or compelling circumstances. Compassionate or compelling circumstances are those beyond the control of the student and which have an impact upon the student's course progress or wellbeing such as:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Death of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies; or
- A traumatic experience that has impacted on the student which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime. Such cases supported by police or psychologists' reports.
- Where Actors College of Theatre & Television is unable to offer a pre-requisite unit; or
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

**Please Note:** The above are only some examples of what may be considered compassionate or compelling circumstances. The Student Support /Compliance Manager will use their professional judgment to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, Actors College of Theatre & Television Pty Ltd will consider documentary evidence provided to support the claim

- You should read the policy carefully to establish your eligibility for deferment/suspension.
  - If you wish to withdraw from the course and transfer to another educational provider within 6 months of study, please complete the "Release letter application form".
  - The Application for Deferment/Suspension/Cancellation will be assessed and provided in accordance with ACTT's Policy & Procedures.
  - Any request for deferment/suspension/Cancellation must be made in writing, using this form.
  - Your application will not be assessed until documentation is provided.
- **Processing time for this application is 10 working days from the date of receipt of a completed application form.**

Personal Details		
Family Name:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Given Name:		Date of Birth:
Address:	Suburb/City:	Post Code:
Student ID No:	Contact No:	
	Mobile:	
Email:		
Course:		

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<input type="checkbox"/> <b>Deferment of Course:</b> (postponing studies <b>PRIOR</b> to the commencement date)	<b>From:</b> / /	<b>To:</b> / /
<input type="checkbox"/> <b>Suspension of Course:</b> (temporarily cease studies <b>during</b> the enrolment period with the clear intention that the student will recommence at an agreed date)	<b>From:</b> / /	<b>To:</b> / /
<input type="checkbox"/> <b>Cancellation of Course</b> (cessation of enrolment) Please use an application form for release of study if you wish to withdraw from the course and transfer to another educational provider within 6 months of your principal course (no fee applicable)		

**Request for Information** (Please tick one of the following options below to indicate the type of enrolment status required for processing deferment, suspension or cancellation.)

Student visa holders need to provide reasons for deferment/suspension:

- Medical
- Bereavement
- Family reasons
- Visa delay/refusal/cancellation
- Major home country political upheaval/natural disaster
- Traumatic personal experience
- Pregnancy/Child birth
- Military services
- Course progression/unit unavailability
- Other please specify \_\_\_\_\_

You must attach supporting documentation (originals or certified copies) to support your application (e.g. medical certificates, death certificate or a report from a registered psychologist). All documents must be provided in English or translated into English by a registered translation service.

## Student Declaration:

- I have read and I understand Actors College of Theatre & Television Pty Ltd.'s policy in relation to student Deferment/Suspension/Cancellation.
- I confirm the information provided is true and correct.
- I understand that I may be required to meet with Actors College of Theatre & Television Pty Ltd.'s (Student Support Officer) to discuss the reasons for the application.
- I understand I will be informed of the outcome of this request in writing including the reasons for the outcome.
- I have read and understood Actors College of Theatre & Television Pty Ltd.'s Complaints and Appeals Process.
- I understand that deferring, suspending or cancelling my enrolment may affect my current student visa and that I should contact the Department of Home Affairs.
- I understand that if applicable, my entitlement to a refund will be assessed in accordance with

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Actors College of Theatre & Television Pty Ltd.'s Refund Policy and a separate application for refund will need to be submitted.

Student Signature:

Date:

### Office Use Only

**Outcome:**  Approved  Not Approved

**Comments:**  
(if applicable)

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**Any changes in the student enrolment status is notified to the Department Education via PRISMS within 14 days from the date of change.**

**Processed by:**

**Signature:**

**Date:** / /