



Application to Amend Enrolment

Student's Personal Details			
Full Name:			
Student ID:			
Course Code & Name:			
Address & Post Code:			
Phone no:			
Email ID:			
Request for: (Please tick the following)			
<input type="checkbox"/> Deferment	From:		Till:
<input type="checkbox"/> Suspension	From:		Till:
<input type="checkbox"/> Cancellation	From: Last date/day of the student's studies:		
Please tick the reason for the request.			
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> Compelling/compassionate Reasons	<input type="checkbox"/> Future intake Date	
<input type="checkbox"/> Visa Cancellation	<input type="checkbox"/> Others; Please specify		
Please mention the reason in detail:			
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<hr/>			
<hr/>			
International students must state the reason and provide documentation for deferring/suspending their studies as TIC is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.			
Documents attached:			
<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Documents <input type="checkbox"/> Mails <input type="checkbox"/> Supporting Certificates <input type="checkbox"/> Copy of visa cancellation			



Others; please specify _____

Points to be noted:

- The application for deferment or suspension will be accessed after all the supporting documents and evidence has been provided.
- Please note that the Academy will grant a deferral or suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the same has been provided.
- Students are advised to seek advice from the Department of Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required to attend their classes at TIC as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.
- Students have the right to appeal through TIC's complaints and appeals process, in accordance with standard 10 (Complaints and Appeals) of the National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or well-being, or the well-being of others, is likely to be at risk.

Please note: It is advised that students should have a valid deferment or suspension because abandoning their studies might lead to cancellation of your visa, and you may not be allowed to enter into Australia.

Students' Declaration:

I understand that suspension or deferral may result in the extension of my course duration and an extended CoE, whereas, cancelling my course will result in the cancellation of my CoE. I also understand that deferment/suspension/Cancellation may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa.

- I have been advised of all the relevant consequences of the outcome of my request.
- I have been advised of all the relevant information in relation to the request made on this form.
- I am aware of my right to appeal.

Student Signature:

Date:

