

Application to Defer, Suspend or Cancel Enrolment Form

Surname:		Title:	
First Given Name:			
Date of Birth:		Student ID (if applicable)	
Phone Number:			
Email Address:			
Postal Address:			
Course Enrolled:			

Request Type

(Please tick the applicable option)

☐ Deferral of Studies

Requested new commencement date: _____

☐ Suspension of Studies

From: _____ To: _____

☐ Cancellation / Withdrawal of Enrolment

☐ Course Change Request

(Please provide details below)

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Reason for Request

Please provide detailed reasons to support your request. Supporting documentation must be attached where applicable (for example: medical certificates, compassionate or compelling circumstances evidence, travel documents, emergency documentation, etc.).

Important Information

- Princeton International College will assess all requests in accordance with the Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure, ESOS Act 2000 and National Code 2018.
- Students may be requested to provide additional supporting documentation before a decision is made.
- Deferral, suspension or cancellation of enrolment may affect the student's Confirmation of Enrolment (CoE) and student visa status.
- Princeton International College may be required to report changes to enrolment status through PRISMS in accordance with legislative requirements.
- Students are encouraged to contact the Department of Home Affairs or seek independent visa advice regarding possible visa implications.
- Students have the right to access the Complaints and Appeals Policy and Procedure if dissatisfied with a decision made by Princeton International College.
- Please allow up to 10 business days for processing of this request.

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Privacy Notice

Princeton International College collects and manages personal information provided within this form in accordance with the Privacy Act 1988, ESOS Act 2000, National Code 2018 and Princeton International College's Privacy Policy and Procedure.

Information collected may be used for the purpose of assessing this request, maintaining student records, providing student support services and meeting regulatory reporting obligations, including PRISMS reporting requirements where applicable.

Personal information will only be accessed by authorised personnel and managed confidentially in accordance with Princeton International College's privacy and records management requirements.

Student Declaration

By signing this form, I confirm that:

- the information provided in this application is true and correct
- I understand that my student visa may be affected by this request
- I understand that Princeton International College may report changes to my enrolment through

PRISMS where required under legislation

- I understand that additional supporting documentation may be requested
- I have read and understood the relevant Princeton International College policies and procedures relating to deferment, suspension and cancellation of enrolment

Student Name: _____

Signature: _____

Date: _____

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Princeton International College – **Office Use Only**

Date Request Received: _____

Request Received By: _____

Supporting Documentation Attached:

☐ Yes ☐ No

Outcome of Request:

☐ Approved

☐ Not Approved

Comments / Conditions / Notes:

PRISMS Update Required:

☐ Yes ☐ No

PRISMS Updated By: _____

Date: _____

Student Notification Sent:

☐ Yes ☐ No

Processed in Wisenet By: _____ Date: _____

Final Review Authorised By (CEO): _____

Signature: _____ Date: _____