



Deferment, suspension and Cancellation of Enrolment Request Form

Student Name: _____ Student Number: _____

Course: _____

Class Group: _____

I am requesting deferment, suspension and cancellation from:

Start date: _____ **End Date:** _____

Please note:

- Processing time for Deferment, Suspension and Cancellation Request shall be within ten (10) working days upon receipt of student's application form.
- Maximum suspension period is 6 months for two-year course duration.
- Deferment and suspension requests can only be approved under compassionate or compelling circumstances.
- Evidential documentation to support the request must be attached to the application form.
- Students may only be absent for their approved suspension period.
- All outstanding fees will be reviewed before a suspension request can be granted.
- Suspension will affect students' academic progress and hinder their success in achieving your academic goals. Students will therefore be required to meet with the Manager of Academic and Student Services (MASS) when making an application, and upon return from suspension.
- Suspension may require an extension of your end study date. As a result, students may need to extend their COE and student visa. Upon resumption of studies, students may also be subjected to charges where they are required to repeat their studies and/or require extra tuition in order to complete a course.
- Students returning from suspension will have to fit into timetables which ANIBT is able to offer them upon recommencement of studies.
- Students returning from suspension must fill out a Deferment and Suspension Return Form (available at reception) and meet with the MASS to obtain authorization for readmission into ANIBT and finalise their academic strategies.

Reason for

Student Signature _____ Date _____

Please submit this form to ANIBT Reception, located on Level 7, 474 Flinders Street, Melbourne VIC 3000, Australia. **Please note:** If you wish to extend your suspension period, you must contact ANIBT as soon as possible, and gain the appropriate authorization. You will be notified of the outcome of your request in writing. If you do not have written authorization to suspend your studies and you do not attend your scheduled classes, you will be marked absent and your attendance percentage will be affected.

OFFICE USE ONLY:

Student Services Officer Comments:

Approved Not Approved Signature: _____ Date: _____