

Cancellation / Deferment / Suspension / or Leave of Absence

ALACC will only defer or temporarily suspend enrolment, at the request of a student on the grounds of compassionate or compelling circumstances.

Student Details (Please Print Clearly)

Male Female Date of Birth (dd/mm/yy): _____

First Name: _____ Family Name: _____

Student ID: _____

Course Details: _____

Cancellation Deferment Suspension Leave of Absence

Suspension / Deferment / Leave of Absence period requested: ____/____/____ to ____/____/____

Examples of compassionate or compelling circumstance

- Sickness Please attach a letter from a registered Medical Practitioner.
- Family Emergency Please attach evidence of Deferment / Leave of Absence Reason.
- Death Marriage
- Other
Details: _____

Do you want your COE to be Extended if the deferment or suspension is granted?
 Yes No

I understand that my absence will be reported to DEEWR/DIAC as per Government Policy and that the absence may affect the status of my visa and that if my application is refused, I can access the complaints and appeals process of ALACC. An application form is available at the reception desk at the Preston training location.

Signature: _____ Date: _____

Office Use Only

Student Deferment / Leave of Absence approved Yes No

Reason / Comments: _____

If Yes – Period Deferment / Leave of Absence granted: ____/____/____ to ____/____/____

CEO/DOS Signature: _____ Date: _____

- Administration Updated DIAC Advised Student name removed from Roll
- If NO--- You have the right to access the Complaints and Appeals process of ALACC. An application form is available from the reception desk at the Preston Campus