



**STUDENT DEFERRAL / SUSPENSION REQUEST FORM**

*In accordance with the ESOS Act 2000 and the National Code Language Links College is legally obliged to notify any changes to an international student's enrolment status. Please complete this form if you wish to Defer/Suspend your course provided by Language Links.*

Please request a copy of our Cancellation policy when completing this form, alternatively you can view this on our website [www.languagelinks.wa.edu.au](http://www.languagelinks.wa.edu.au) for detailed information

Student Name: \_\_\_\_\_ ID No. \_\_\_\_\_

Class/Course: \_\_\_\_\_ Day/Evening (Please Circle)

Visa Status: Student Visa / Non-Student Visa (Please Circle)

Deferral/Suspension Requested Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

With course extension / Without course extension ('Refund Policy' applies) - (Please Circle)

**CONDITIONS FOR DEFERRAL / SUSPENSION**

Please read:

- Please complete this form if you wish to defer/suspend your course.
- Please note, that the decision to grant deferral/suspension of enrolment may affect your student visa.
- Please refer to the 'Deferral, Suspension of Study During Enrolment Policy' and 'Refund Policy' in the 'Language Links website'.
- I understand the possible implications for my visa if I defer/suspend or discontinue my program
- Minimum a week, (7 days) notice must be given prior to commencement date for the request to be processed.
- Language Links College will notify you in writing within seven days after receiving the completed form and relevant documentation of the College's decision. If you are unhappy and would like to appeal the decision made by Language Links, please refer to the 'Complaints and Appeals Policy' in the 'Language Links website'.

Please contact nearest Department of Home Affairs office or call 131 881 for more information.

**I WISH TO DEFER MY ENROLMENT DUE TO:**

- Medical reasons (attach documentation – eg. Medical Certificate/ Report).
- Compassionate and Compelling reasons (attach any relevant documentation eg. letter of explanation).
- Other ..... (attach any relevant documentation eg. letter of explanation).

**Student Declaration:**

I, \_\_\_\_\_ acknowledge that I have read and understood 'Deferral, Suspension of Study During Enrolment Policy' and 'Refund Policy' available in the 'Language Links' website.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD / MM / YYYY)