



## Application for Deferral, Suspension and Withdrawal

This form is to be completed by students who wish to defer/suspend/withdraw from their studies. This request will be reviewed as per Ruby Institute's Deferral, Suspension and Cancellation Policy and Procedure. Students may be required to provide documentary evidence to support the application.

### Student details

Student Name:

Student ID:

Date of Application:

/ /

Course:

### I wish to:

- Defer my enrolment with Ruby Institute until (insert date): \_\_\_\_\_
- Apply for suspension from the course I am enrolled in
- Withdraw from the course I am enrolled in

### Please state your reason/s below.

I have discussed the above reason/s with the Student Services Officer  Yes  No

### Please note:

- Deferral and suspension requests can only be approved under compassionate or compelling circumstances as per Ruby Institute's Deferral, Suspension and Cancellation Policy and Procedure.
- Where a student initiated deferral or suspension of enrolment is granted, Ruby Institute will suspend an enrolment for an agreed period of time- to a maximum of 12 months. If the deferral is required for longer than 12 months, the student's application will be re-assessed. If the suspension period has expired and the student does not return, the student's enrolment will be cancelled.
- Students should seek advice from their local Department of Home Affairs office for advice on how the potential change to enrolment status may impact upon his or her VISA.
- Once an enrolment is deferred, suspended or cancelled, Ruby Institute will notify the Department of Home Affairs via Provider Registration and International Student Management System (PRISMS).
- For withdrawal requests, upon receipt of this form and approval of your application, you will be withdrawn. Once your withdrawal has been processed, you will be issued with a Statement of Attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.
- To apply for a refund of course fees paid (if applicable), please use the Application for Refund Form.
- Cancellation Fee may be applicable as according to the Fees and Refund Policy & Procedure.



## Application for Deferral, Suspension and Withdrawal

---

Student Signature
Signed:
Printed Name:
Date:

**Please return this form to the head office. We will advise you of the outcome of your application.**

Office Use Only					
Processed by:		Signature:		Date:	
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved			
Notes:					