

## Student Deferral, or Cancellation Application Form

Course code .....

Course name .....

Family name .....

Given names .....

Address .....

Deferral Period .....

Contact phone numbers .....

What is being requested       deferral       cancellation

Reason for the request .....



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Student signature ..... Date .....

Deferral or cancellation of enrolment applications will be accepted only if they are made in writing, on this form or by email, fax or post, signed by the student and sent to the Student Services & Administration Manager. Cancellation of enrolment will trigger the refund arrangements in the Written Agreement between the College and the student. Students who cancel their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing to the Student Services & Administration Manager. The student refund application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application.

The admin fee is: \$150 for Re-issuing CoE