Deferment, Suspension and Cancellation Policy

1. Purpose

1.1. ASLI has implemented a documented process for assessing, approving, and recording a deferment of the commencement of study or suspension of study requested by an overseas student, including maintaining records of any decisions.

1.2. The purpose of this policy is to ensures that students are informed of the grounds on which their enrolment may be deferred, suspended, or cancelled as the ESOS Act, National Code 2018 is very specific about when Deferral or Suspension can be approved.

1.3. This policy is designed to reflect Standard 9 of the National Code 2018 (Registered providers may only enable students to defer or suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances).

1.4. The purpose of this policy is to outline the circumstances in which the student can defer, suspend, or cancel their enrolment with Australian Study Link Institute (ASLI) and where ASLI can initiate the suspension or cancellation of the student's enrolment on grounds permitted under Standard 9, including student misbehaviour, non-payment of fees, a breach of course progress or attendance requirements in accordance with Standard 8.

2. Scope

2.1. This Policy applies to all overseas students enrolled in CRICOS-registered courses at Australian Study Link Institute and to all staff involved in student administration, compliance, course progress monitoring, complaints and appeals, PRISMS reporting and student recordkeeping.

3. Responsibility

3.1. CEO, Campus Manager and Training Manager will be responsible for the implementation of this policy.

3.2. Student-requested deferment or suspension and student-initiated cancellation decisions will be approved by an authorised staff member of the Student Administration Department. Provider-initiated suspension or cancellation decisions will be approved by the CEO.

3.3. In confirming this decision, Student Administration Department may consult with other relevant departments in Australian Study Link Institute (ASLI). Administration Department will be responsible for confirming all necessary actions required under these procedures including notification on PRISMS and other record keeping.

3.4. ASLI will maintain records of all the decisions made by the institute in terms of deferral, suspension, and cancelation of students by ASLI or by Students, including the supporting evidence considered, the assessment and reasons for the decision, written notifications, appeal records where applicable, and PRISMS reporting evidence.

4. Definitions

4.1. **Deferral**: means delay or postponement of the commencement of a course, initiated by the student and approved by the Provider.

4.2. **PRISMS (Provider Registration and International Student Management System):** the Australian Government system used to manage international student information and report enrolment variations.

4.3. **Withdrawal** occurs when discontinuation of a program of study in which the student is enrolled is initiated by the student.

4.4. **Suspension**: To put studies on hold for a specified period. It means when a student, who has already started but has not completed his /her study or is given leave of absence so their training plan is suspended with the clear intention

that the student will recommence at an agreed date in the future (i.e., temporary suspension).

4.5. **Cancellation**: Termination of enrolment. It means when a student is removed from the current students' register at Australian Study Link Institute before he/she has formally completed the planned training and other current qualifications

4.6. ECOE: Electronic Confirmation of Enrolment

4.7. Compassionate or compelling circumstances: Circumstances that are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (Where possible, a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; or
  - Witnessing or being the victim of a serious crime, and this has affected the student (these cases should be supported by police or psychologists' reports).
- where the registered provider was unable to offer a pre-requisite unit; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

4.8. Extenuating circumstances: Relating to welfare of students may include but are not limited to the following. The student:

a. Overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
b. is missing.
c. has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing.
d. has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
e. is at risk of committing a criminal offence

Any claim of extenuating circumstances is required to be supported by appropriate evidence.

4.9. Student Code of Conduct: Code of conduct are certain rules and regulations that students are required to follow. These include, but are not limited to,

- Serious misbehavior, For the purposes of this Policy, student misbehaviour, non-payment of fees, and breaches of course progress or attendance requirements are separate grounds for provider-initiated suspension or cancellation under Standard 9.3.

4.10. Non-Commencement of Studies: When a student does not commence a course on the day specified by the offer letter and student agreement. Non-Commencement of studies can be due to various reasons:

- Delay in Student Visa being granted (where student is outside Australia)
- On-shore students electing to return permanently to their home country and not commencing the course.
- Student does not commence the course and no reason is provided.

5. Requirements / Process

5.1. Students wishing to defer the commencement of studies, suspend their studies or cancel their enrolment must apply to do so in writing to ASLI. This can be done using the form Application Form – Deferment and Suspension or the Enrolment Cancellation Form, as applicable, available from ASLI reception or on the ASLI website www.asli.vic.edu.au.

5.2. The form can be lodged using any one of the following methods.

- In person (preferred method): Level 2, 123 Lonsdale St, Melbourne, Vic 3000 (Reception or relevant Management Member)
- By Email: sso@asli.vic.edu.au

  By Mail: Level 2, 123 Lonsdale St, Melbourne, VIC 3000

The Application Form - Deferment and Suspension and Enrolment Cancellation Form are available on ASLI's website https://asli.vic.edu.au/.

Applications must be submitted as soon as possible to enable sufficient time for the assessment process.

5.3. Students will be informed in writing with reason and the request will be processed if the student is granted a deferral, suspension, or cancellation. of the outcome and the reasons for the decision. If approved, ASLI will process the decision and advise the student of any relevant CoE, PRISMS and student visa implications.

5.4. If the request is denied, the student will be informed in writing and provided with details of the Complaints and Appeals procedures of the institute. Refer to the students Complaints and Appeals policy Feedback, Complaints and Appeals Policy available at ASLI's website and/or on the student's handbook.

5.5. The response will be issued within 5 working days of the required evidence being received.

5.6. ASLI will report to PRISMS and renewal of eCoE (if applicable) will be issued within 5 working days after the suspension or deferment date. After an approved student-requested action, or after a provider-initiated decision becomes final, ASLI will report the enrolment variation in PRISMS in accordance with section 19 of the ESOS Act and will issue, update or cancel a CoE only where required. ASLI aims to complete the applicable action within 5 working days and, in all cases, within the applicable legislative timeframe.

5.7. PRISMS is only applicable to international students

5.8. It is the student's responsibility to collect revised eCoE from the institute for any deferral/suspension made. ASLI will advise the Department of Home Affairs (DHA) of the revised end date of the course via PRISMS. ASLI will provide the student with any new or revised CoE issued and will advise the student to seek advice from the Department of Home Affairs regarding the potential impact on their student visa.

5.9. The student can also use the CoE to inform the Department of Home Affairs (DHA) of the revised end date of the course where their visa requires extension.

5.10. ASLI will review the application and if appropriate, the current student history, and financial status before deciding.

5.11. Requests for suspension will may be denied for students who are subject to an intervention strategy, in the process of being cancelled for course progress, in arrears with the payments due (either because of the payment being due under the student agreement or because of payment being due under an agreed payment plan) or in breach of the Student Code of Conduct. However students will be assessed individually against the compassionate or compelling circumstances and supporting evidence. An intervention strategy, cancellation process, outstanding fees or conduct matter may be considered but will not automatically prevent ASLI from assessing the request.

5.12. When students' studies are deferred or suspended, ASLI will update student details on PRISMS which will include student's contact details and the expected duration of the deferment or suspension and the date when deferment or suspension starts.

5.13. When a student's studies are terminated (whether by the student or otherwise), ASLI will update PRISMS with the

student's contact details, the date of termination, and the last day of the student's studies.

Note: All deferment, suspension and cancellation actions will be managed in accordance with the student's written agreement, the ESOS Act 2000, National Code 2018 and applicable legislative requirements.

6. Effect on CoE and PRISMS

6.1. Where a deferment or suspension does not affect the end date of the student's CoE, ASLI will record the deferment or suspension in PRISMS and retain supporting evidence on the student file.

6.2. Where a deferment or suspension affects the end date of the student's CoE, ASLI will update PRISMS and, where required, issue a revised CoE with the correct expected course end date.

6.3. Where a student's enrolment is cancelled or terminated, ASLI will report the cancellation through PRISMS and the student's CoE status will be updated accordingly.

6.4. All PRISMS actions must be supported by evidence retained on the student file, including the approved application, written outcome, appeal outcome where applicable and PRISMS reporting confirmation.

7. Non-Commencement by Students

7.1. Students are required to attend the orientation session on the day of enrollment and commence the course on the agreed start date listed in their written agreement and CoE. If they are unable to do so, students must notify the institute in advance so that necessary documentation, such as the Application for Deferment, Suspension, or Cancellation (refer to point 5), can be completed before their course start date, and appropriate measures can be taken by the institute.

7.2. If a student fails to commence the course on the agreed start date and has not notified the institute or, submitted an approved deferment request, they will be reported to the Department via PRISMS based on non-commencement within 21 days of their course's agreed start date in accordance with ESOS Act 2000 section 19 reporting obligations and PRISMS reporting requirements.

7.3. Once the student has been reported and their enrolment canceled due to non-commencement, they will be informed of this decision and advised of the need to seek advice from Immigration regarding the potential impact on their student visa.

Off-Shore Students

Students who are offshore waiting for their student visa to be granted and whose course commencement date has passed, must notify Australian Study Link Institute via email and submit an "Application Form - for Deferment and Suspension Form" within 14 days of their Agreed Starting Date, requesting to defer their course commencement to the next available intake

If a student submits the required documents as mentioned above, ASLI will perform the deferment of the Couse Start Date to the next available intake and enter relevant comments in PRISMS.

If a student fails to notify the institute or does not apply for Deferment and Suspension Form within 14 days of their course start date, ASLI will initiate the process of enrolment cancellation based on non-commencement of studies and report such instance on PRISMS within 31 days of the agreed starting date of the course.

On Shore Students

Should an onshore student elect to withdraw from a course completely, they must submit:

- A completed Enrolment Cancellation Form (available on ASLI's website https://asli.vic.edu.au/) specifying the reason for Cancellation.

- Current residential address, phone number and email address.

For both onshore and offshore students

For students whose visas have already been granted, if they do not commence their course and have not contacted the institute to defer, the procedures outlined in this section above. will apply.

8. Grounds for ASLI-Initiated Suspension or Cancellation

ASLI may initiate suspension or cancellation of an overseas student's enrolment in accordance with National Code 2018 Standard 9.3 where:

a) the student has engaged in misbehaviour or a serious breach of ASLI's Student Code of Conduct;
b) the student has failed to pay an amount required to undertake or continue the course, including amounts due under the written agreement or an approved payment plan;
c) the student has breached course progress or attendance requirements, and the process has been undertaken in accordance with National Code 2018 Standard 8 and ASLI's Course Progress, Attendance and Intervention procedures.

9. ASLI's initiated Deferral, Suspension and Cancellation

9.1. ASLI's initiated Deferral

ASLI may defer an enrolment where the course is not being offered at the proposed date, site, or any other reason that ASLI deems necessary. In this unlikely event, the refund provisions for provider default will apply. In exceptional circumstances, Australian Study Link Institute (ASLI) may be unable to deliver a unit or units because of factors beyond its control. Where this situation exists (or one or more of the units that cannot be delivered is a prerequisite unit) student can have their study load adjusted, and a deferral may be applied for. This basis for deferral is only available if the student can schedule units of competency so that they can complete their studies within the approved duration.

9.2. ASLI's initiated Suspension or cancelation

Where a student has been identified as having breached ASLI's code of conducts (for e.g., misbehavior, failure to pay an amount required to pay to continue the course) the CEO shall be informed as soon as possible. All the facts and evidence associated with the alleged misdemeanor or misbehavior must be presented to the CEO for due consideration.
If there has been a breach in course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements) of the National Code 2018.

The CEO is responsible for deciding whether there has been a breach based on the evidence presented and for deciding the ensuing penalty (i.e., suspension or cancellation of enrolment). The CEO may consider the type of misconduct that has occurred and the level of misconduct that occurred when deciding penalties.

Students will be advised in writing of the decision. Students will be advised that they have 20 working days to access ASLI's Complaints and Appeals procedure if they feel that the decision is unfair, or they have other grounds to appeal the decision before the decision to suspend enrolment is implemented. Only after the 20-working day appeal period has expired, or the appeal process has been finalised in ASLI's favour, will a student course variation will be notified in PRISMS. All relevant documentation will be retained securely and confidentially on the student's file.

9.3. ASLI's initiated Cancellation

ASLI has the right to cancel student enrolment where student misconduct is severe (as defined in the policy above). Before imposing a provider-initiated suspension or cancellation, ASLI will inform the student in writing of its intention to suspend or cancel the student's enrolment and the reasons for doing so, in accordance with National Code 2018 Standard 9. ASLI will also advise the students of their right to appeal through ASLI's internal complaints and appeals process within 20 working days, in accordance with National Code 2018 Standard 9 and Standard 10.

Where the CEO has decided the misconduct is severe enough for cancellation, the following will occur:

- The student will be informed in writing of the reason and decision of the ASLI to cancel the student's enrolment.
- They will be informed of the fact that they have the right to appeal the decision through ASLI's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) of the National Code 2018 within 20 working days of the written notification.
- No action will be taken until the internal appeals process has been finalised or if the student has failed to initiate an appeal within 20 working days, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- Students will also be informed that if ASLI notifies the Department of home Affairs ("DHA") of the cancellation, their student visa may be affected.

Once the appeals process is finalised and the decision to cancel is upheld, ASLI will inform DHA through PRISMS (reported to the Department of Education) of the cancellation of the student's enrolment. The change will be reported to overseas student's enrolment under section 19 of the ESOS Act 2000.

All copies of relevant documentation will be retained securely on the student's file.

Note: If ASLI initiates a suspension or cancellation of the overseas student's enrolment, before imposing a suspension or cancellation, ASLI will:

- inform the overseas student of that intention and the reasons for doing so, in writing
- advise the overseas student of their right to appeal through ASLI's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) of the National Code 2018, within 20 working days.

10. Deferral, Suspension or Cancellation of Enrolment Procedure (Students Initiated)

ASLI has implemented and documented process for assessing, approving, and recording deferment of the commencement of study or suspension of study requested by an overseas student, including maintaining a record of any decisions.

10.1. Students Initiated deferral

A student wishing to defer an enrolment can do so prior to the commencement of the course.

Students must complete an "Application Form – Deferment and Suspension" or the "Enrolment Cancellation Form' and submit to the Student Administrations Department. An authorised person from the Administration Department will assess the applications.

A decision will be made within 5 working days of the required evidence to be received. Students will be advised of the decision in writing. If approved, a student's course variation will be reported in PRISMS. All relevant documentation will be kept in the student's file.

10.2. Student initiated suspension

Students who wish to suspend their studies should first speak to a staff member in the Administration Department to get an application form Deferment and Suspension and should ensure that they understand the reasons that suspension

may be granted. The Application Form Deferment and Suspension will also be available on ASLI's website www.asli.vic.edu.au.

The Application Form - Deferment and Suspension must be completed and submitted to the Student Administration Department. The Institute may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:

a. On medical grounds (with supporting documents). Further documental evidence may be requested at the discretion of the institute; or
b. In exceptional compassionate and compelling circumstances beyond the students control and which affects the student's course progress or wellbeing, such as serious illness, bereavement of close family members, major political upheaval or natural disaster, a traumatic experience, or another exceptional event. Independent evidence of the exceptional circumstances is required for the application to be assessed.

Criteria for accessing an exceptional event would include:

- Nature of the event e.g., that it is an exceptional event
- Beyond the student's control, it cannot be scheduled at another time
- Likelihood to affect student's wellbeing e.g., there are compassionate circumstances - if they do not attend, it will upset them and impact on their ability to study effectively and successfully.
- Impact on course progress e.g., the impact of the length of time away on course progress and how the student intends to ensure completion within duration.

Note: the wedding of a family member or friend, a cultural celebration that is also celebrated by the community in Australia, or a holiday are not reasons for a deferment.

Applications will be assessed and approved by an authorised staff member from the Administration Department. Where a suspension of enrolment is granted, ASLI will suspend the students' enrolment for an agreed period - to a maximum of 12 months. If the suspension is required for longer than 12 months, the student shall have to re-apply once the initial suspension period has expired.

Students will be informed in writing of the outcome of their application for suspension and advised that it may affect their student visa. The student's course variation will be recorded in PRISMS. All relevant documentation for the suspension will be kept on the student's file.

False, Misleading or Changed Circumstances: Where ASLI becomes aware that a deferment or suspension was approved based on false, misleading, incomplete or fraudulent evidence, or where the compassionate or compelling circumstances no longer apply, ASLI may review the approval and take appropriate action in accordance with this Policy, the Feedback, Complaints and Appeals Policy, and National Code 2018 Standard 9.

10.3. Student initiated cancellation

Students wishing to cancel their enrolment should advise ASLI as soon as possible and complete the 'Application Form - Deferment and Suspension" or the "Enrolment Cancellation Form' and submit it to the Administration Department.

Students who wish to transfer to another registered provider before completing the transfer restriction period of their principal course must request a release from ASLI under Standard 7 of the National Code 2018. From 2 October 2026 to 30 June 2027 the restriction period is 12 months of the principal course; from 1 July 2027 it reverts to 6 months (unless further amended). Students who had completed between 6 and 12 months before 2 October 2026 are again restricted until they complete 12 months. A receiving provider may only enrol the student during the restriction period if an exception under Standard 7.1A applies (e.g. ASLI grants a release and records the effective date and reason in PRISMS, ASLI or the course is no longer registered, an ESOS sanction prevents continued study, or a government sponsor supports the transfer in writing). Requests will be assessed under ASLI's Transfer Between Providers Policy. Students who are withdrawing for other reasons (e.g. returning home) are not required to provide a letter of offer from another provider.

Upon receipt of an application to cancel, the student's course variation will be noted in PRISMS as soon as possible. All relevant documentation for the cancellation will be kept in the students' file.

11. Students Right to appeal (Complaints and Appeals)

11.1. Students have the right to appeal through ASLI's complaints and appeals process, in accordance with Standard 10 of the National Code 2018 (Complaints and Appeals), within 20 working days from the date of Notification of the issue.

11.2. The suspension or cancellation of the student's enrolment will not take effect until the internal appeals process is completed, unless there are extenuating circumstances relating the student's welfare like overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk. However, where the suspension or cancellation is based on a breach of course progress or attendance requirements under Standard 8, ASLI will not report the student in PRISMS until the internal AND external complaints and appeals processes have been completed and support ASLI's decision, the student has chosen not to access them, or the student has withdrawn from them.

11.3. If the appeal is not upheld, the student withdraws from the appeal process, or the appeal period expires without an appeal being lodged, then the institute will report the relevant student course variation to the Department of Education and Department of Home Affairs (DHA) via PRISMS, where required (applicable only to international students).

12. Record Keeping

ASLI will maintain records of all deferment, suspension and cancellation requests, decisions, supporting evidence, written notifications, appeal records and PRISMS reporting actions.
Records maintained under this Policy may include student application forms, supporting evidence submitted by the student, assessment notes and decision records, written outcome letters issued to the student, appeal records and appeal outcomes where applicable, PRISMS reporting evidence, CoE update, extension or cancellation records where applicable, and all related communication with the student.
These records will be retained securely on the student file in accordance with ASLI's Records Management Policy, Privacy Policy, the Privacy Act 1988, the ESOS Act 2000, the National Code 2018 and ASLI's legislative and regulatory recordkeeping obligations.

13. Privacy and Confidentiality

Australian Study Link Institute (ASLI) will handle all personal information and supporting documentation related to deferment, suspension or cancellation of enrolment in accordance with the Privacy Act 1988, ASLI's Privacy Policy and applicable ESOS legislative requirements.
Information collected under this Policy will be used only for assessing the request, administering enrolment, managing student support and welfare obligations, meeting PRISMS reporting requirements, and complying with ASLI's legislative and regulatory obligations. Where required, relevant information may be disclosed to authorised Australian Government agencies, including the Department of Education and the Department of Home Affairs, through PRISMS or other approved reporting channels.
All records will be stored securely on the student file and accessed only by authorised staff. Students may access and request correction of their personal information in accordance with ASLI's Privacy Policy.

14. Related Documents

- Application Form - Deferment and Suspension (Appendix 1)
- Enrolment Cancelation Form (Appendix 1)

APPENDIX 1

Application Form – Deferment and Suspension

Student's Personal Details						
Full Name:						
Student ID:						
Course Code & Name:						
Address: Post Code:						
Phone no:						
Email ID:						
Request for: (Please tick the following)						
□ **Deferment**	From:		Till:		Last day of study: (If have any)	
□ **Suspension**	From:		Till:		Last day of study: (If have any)	

Please tick the reason for request.

□ Medical Grounds □ Compelling/compassionate Reasons □ Future intake/Date
□ Work Commitments □ Financial Circumstances □ Transferred to another course
□ Visa Cancellation □ Others; Please specify

Please mention the reason in detail:

_____

_____

_____

_____

_____

International students must state the reason and provide documentation for deferring/suspending their studies as ASLI is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.

Documents attached:

□ Medical Certificate □ Travel Documents □ Mails □ Supporting certificates
□ Others; please specify

Points to be noted:

- Please note that the Institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.
- Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required to attend their classes at ASLI as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.
- Students have the right to appeal through ASLI's complaints and appeals process, in accordance with standards 10 (Complaints and appeals) of the National Code 2018, within 20 working days. The deferment, suspension or cancelation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Please note: It is advised that students should not leave the country unless student has a valid deferment or sus

pension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia.

Students Declaration:			
I understand that suspension or deferral may result in extension of my course duration and an extended CoE. I also understand that deferment/suspension may affect my student's visa and I need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. □ I have been advised of all the relevant consequences of the outcome of my request. □ I have been advised of all the relevant information in relation to the request made on this form. □ I am aware of my right to appeal. □ I understand that if my request is approved, ASLI will notify the Department of Home Affairs via PRISMS, and this may affect my student visa status.			
Student Signature:		**Date:**	
Office use only:			
Authorised person approval	**Name**		
	Signature		**Date**
Decision of Request	□ **Granted** □ **Not Granted**		

Course Adjustment (If required):	

Reported in PRISMS on (Date): _____ **Staff Initials:** _____

Enrolment Cancellation Form

Instructions for Students

Use this form if you wish to cancel or withdraw from your enrolment at ASLI. You must attach supporting documents, which may include but are not limited to an airline ticket, new Confirmation of Enrolment (CoE), offer letter from another provider, medical certificate, evidence of compassionate or compelling circumstances, or a visa decision notice. This form should be read in conjunction with ASLI's Deferral, Suspension and Cancellation Policy, Transfer Between Providers Policy, and Fee Payment & Refund Policy. Please note that cancellations may affect your student visa, and you are advised to contact the Department of Home Affairs (DHA) for advice before submitting this form.

☐ **Onshore Student** ☐ **Off-Shore Student**

Student Name:.....

Student ID: .....Date of Birth: .....

Address:
.....

.....

Contact No. (Ph.) .....(Mobile).....

Email**:** .....

Please choose the courses below for the cancellation.

Select Course	Course Code	Qualification	CRICOS Course Code
	BSB40520	Certificate IV in Leadership and Management	106803F
	BSB50420	Diploma of Leadership and Management	104633B

	BSB60420	Advanced Diploma of Leadership and Management	107072F
	BSB80120	Graduate Diploma of Management (Learning)	107073E
	SIT30821	Certificate III in Commercial Cookery	109844F
	SIT40521	Certificate IV in Kitchen Management	109502F
	SIT50422	Diploma of Hospitality Management	112633B
	SIT60322	Advanced Diploma of Hospitality Management	112634A
	CHC33021	Certificate III in Individual Support	120964E
	CHC43315	Certificate IV in Mental Health	120965D
	CHC43121	Certificate IV in Disability Support	120966C
	CHC52025	Diploma of Community Services	120967B

Please specify the reason for cancellation of your enrolment:

……

……..

……..

Supporting documents attached: ☐ Yes ☐ No

Would you like to meet with the Student Support or Wellbeing Officer to discuss compassionate or compelling circumstances before proceeding with cancellation?
☐ Yes (If Yes, please also complete a Student Support Request Form)
☐ No

Important Note
If your cancellation request is due to a transfer between another provider, you must also complete a separate Release Request Form available on our website and at reception in accordance with National Code 2018 Standard 7. This Enrolment Cancellation Form alone will not process transfer requests.

Terms and Conditions:

- I understand that if I am seeking a fee refund, I must also complete a separate Refund Application Form.
- I understand I may not be eligible for any fee refund if I have not met the terms and conditions outlined in the Fee Payment and Refund Policy.
- Where the cancellation of enrolment has been initiated by ASLI, I am entitled to 20 working days to access the internal Feedback, Complaints and Appeals Process to contest the decision.
- I authorise ASLI to obtain further supporting information or official student records from other institutions where necessary in relation to this application.
- I acknowledge that ASLI will use and manage my personal information in accordance with its Records Management Policy and Privacy Policy.
- I understand that cancellation of my enrolment may impact my student visa and that ASLI is required to report cancellations to the Department of Home Affairs (DHA) via PRISMS.
- I have read ASLI's Deferral, Suspension and Cancellation Policy and understand that changes to my enrolment may result in a change to my CoE and visa status.

- I declare that all information provided on this form is correct and complete in every detail, and I understand that providing false or misleading information may result in rejection of my application.
- I also understand the consequences of cancelling my enrolment before a new visa is granted if my visa is still being processed.
- I have been informed that I may access ASLI's Student Support and Wellbeing Services to discuss my circumstances before finalising this cancellation.
- I acknowledge that ASLI has advised me to contact the Department of Home Affairs (DHA) for advice regarding any potential impacts on my visa before submitting this application.
- By signing this form, I confirm that I have read, understood, and agree to the terms and conditions regarding the cancellation of my enrolment.

Student's Signature: ..... **Date**: .....

For Office Use Only

Received by:

.....

Signature: ..... **Date:** .....

☐ Valid supporting documents are attached

If cancellation relates to transfer between providers, confirm that a Release Request Form has been completed: ☐ Yes ☐ No

Staff Comments (if any):

.....

.....

.....

Processed by.....Signature: .....Date: .....