



Student deferral, suspension or transferring form

Completed form to be attached to the student's individual file

<input type="checkbox"/> In person	<input type="checkbox"/> By email (Attach printout of the email)
What is being requested <input type="checkbox"/> deferral <input type="checkbox"/> suspension <input type="checkbox"/> Transferring	

Student Name:	
Student No:	
Contact Number:	
Course Name:	
Student Australian Address	
Reason for Deferral, suspension or transferring Application:	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">(Attach further details if this is insufficient space)</p>

OFFICE USE ONLY	
Reason Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Admin system updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Final Fee Notice Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Release requested (transferring)	<input type="checkbox"/> Yes <input type="checkbox"/> No



Business College of Sydney Pty Ltd
ABN No: 12667713206
RTO No: 46283 **CRICOS No:** 04288B
Address: Level 1, 12 Butler Road Hurstville NSW 2220
Phone: 02 8385 5818 **Email:** admin@bcs.edu.au

Release approved (transferring)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved by Registrar:		Date:	
Staff Signature:		Date:	

Note: In the calculation of a fee refund to student an Administration Charge will be deducted from any payment returned to the student.

Reason for the request

The College may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:

On medical grounds (a medical practitioner’s certificate indicating the student is unable to attend class is required); or

In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).

In the event of the unavailability, in a particular study period, of key or prerequisite units resulting in a significantly reduced study load. This ground is only available if the deferral allows the student to return to the college with a fuller load in a subsequent study period.

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 College Training 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 College Training 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 and will include a



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statement explaining how the refund was calculated. If approved, the College will report your deferral, suspension or cancellation to Department of Education which may affect the status of your visa. If you require more information as to how this action may affect your visa status contact your local Department of immigration and border protection helpline 131 881.

Student signature

Date
