



## Student Deferral/Suspension/Cancellation Form

To be read in conjunction with EIA Student Enrolment Policy and Procedures. Please return the complete application form with relevant supporting evidence to [admissions@eia.edu.au](mailto:admissions@eia.edu.au)

Applicant Details			
Student Full Name:			
EIA Student ID:		Date of Birth:	____/____/____
Mobile Number:		Email:	
Address:			

Applying for Deferral	
What Course have you currently been offered?	
When is the original commencement date?	____/____/____
When can you commence this course?	____/____/____
Please explain why you would like to defer your course of study and describe what supporting evidence you have attached along with this application:	
Have you received an electronic Confirmation of Enrolment (eCOE)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applying for Suspension	
What Course have you currently been studying with EIA?	
When can you return to study from your suspension?	____/____/____
Please explain why you would like to suspend your course of study and describe what supporting evidence you have attached along with this application:	

<b>Student Declaration</b>
I have read and understood the EIA <i>Student Enrolment Policy and Procedure</i> .
I declare that all information and documents provided to EIA are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.
I understand that my COE and enrolment status will be affected once my deferral/suspension/cancellation request is processed. I also understand that EIA is obliged to inform the Australian Government, Department of Home Affairs for any changes been made to my COE and enrolment status, which may affect my student visa.
I acknowledge my responsibility for seeking independent immigration advice on my student visa.
I understand that if my deferral request is approved, a new Letter of Offer with course details will be issued and I must return the new Signed Letter of Offer as soon as possible to have my eCOE revised.
<b>Student Signature:</b> _____ <b>Date:</b> ____/____/____

<b>OFFICE USE</b>
Nature of the request: <input type="checkbox"/> Deferral <input type="checkbox"/> Suspension
Application received on: ____/____/____ Application received by: _____
All relevant supporting evidence are attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
First Deferral/Suspension request? <input type="checkbox"/> Yes <input type="checkbox"/> No
Final Approval: <input type="checkbox"/> Granted <input type="checkbox"/> Declined
Reason for Decision:
Sign: _____ Date: ____/____/____
<b>Administration</b>
Notification sent to the student on: ____/____/____ Notified by: _____
PRISMS updated on: ____/____/____ Updated by: _____
RTomanager updated on: ____/____/____ Updated by: _____
Course Credit Reassessed on (If applicable): ____/____/____ Assessed by: _____