Application Form - Deferment Suspension Cancellation

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)	
☐ **Cancellation**	From: Last date/day of the student's studies:					

Please tick the reason for the request.

☐ Medical Grounds ☐ Compelling/compassionate Reasons ☐ Future intake Date

☐ 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

FCA *is* required to notify the Department of Home Affairs (DHA) via PRISMS.

Documents attached:

☐ Medical Certificate ☐ Travel Documents ☐ Mails ☐ Supporting Certificates ☐ Copy of visa cancellation

☐ Others; please specify _____

Points to be noted:

- The application for deferment or suspension will be accessed after all the supporting documents and evidence has been provided.
- Please note that the Academy will grant a deferral or suspension of your studies only if there are compelling and compassionate circumstances and evidence for the same has been provided.
- Students are advised to seek advice from the Department of 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 FCA 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 FCA's complaints and appeals process, in accordance with standard 10 (Complaints and Appeals) of the National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or well-being, or the well-being of others, is likely to be at risk.

Please note: Students are advised to maintain a valid deferment or suspension, as abandoning their studies may result in visa cancellation and could prevent their entry into Australia.

Student Declaration:

I understand that suspension or deferral may result in an extension of my course duration and an extended Confirmation of Enrolment (CoE). I also understand that deferment or suspension may affect my student visa and I may need to seek advice from the Department of Home Affairs (DHA) regarding 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 understand that changes to my enrolment will be reported to the Department of Home Affairs through PRISMS.
☐ I am aware of my right to appeal.

Student Signature:	**Date:**

OFFICE USE ONLY:				
Authorised person approval	**Name**			
	Signature		**Date:**	
Decision of Request	☐ **Granted** ☐ **Not Granted**			
Decision granted/not granted by:	**Name**			
	Signature		**Date:**	
Course Adjustment (If required):				