

ITHEA Application to: *(select one)*

Defer from studies

Temporarily suspend studies

Cancel studies

Definitions:

Deferral	Postponement of commencement of course.
Suspension	Temporary postponement of enrolment during course.
Cancellation	To cease enrolment or withdraw from a course.
DIBP	Department of Immigration and Border Protection.

IMPORTANT!

- All temporary suspensions, regardless of their duration, must be reported to Skills Victoria.
- Should you apply for a deferment or suspension of studies, this may affect your course completion date.
- This form **MUST** be submitted to the Student Manager for approval.
- Charges are subjected to The Agreement to terms and conditions of enrolment.
- **You will be notified of your application status within 10 working days from the date of receipt.**
- If you change your address during the period of suspension/deferment/cancellation, please contact us to ensure your address details are updated for future correspondence.

Personal details* **COMPULSORY**

FAMILY NAME:

GIVEN NAME:

GENDER:

Male

Female

DATE OF BIRTH:

ADDRESS:

SUBURB/CITY:

POST CODE:

PHONE:

EMAIL:

COURSE: *(please tick ✓)*

English

Business – Leadership & Management

22259VIC Course in EAL

BSB20115 Certificate II in Business

22250VIC Certificate I in EAL (Access)

BSB30115 Certificate III in Business

22251VIC Certificate II in EAL (Access)

BSB40215 Certificate IV in Business

22253VIC Certificate III in EAL (Access)

BSB50215 Diploma of Business

22255VIC Certificate III in EAL (Further Study)

BSB60215 Advanced Diploma of Business

22258VIC Certificate IV in EAL (Further Study)

BSB42015 Certificate IV in Leadership and Management

22257VIC Certificate IV in EAL (Employment/Professional)

BSB51915 Diploma of Leadership and Management

General English

BSB61015 Advanced Diploma of Leadership and Management

Community Services

CHC52015 Diploma of Community Services

CHC30113 Certificate III in Early Childhood Education and Care

CHC33015 Certificate III in Individual Support (Ageing)

CHC50113 Diploma of Early Childhood Education and Care

CHC43015 Certificate IV in Ageing Support

CHC43115 Certificate IV in Disability

CHC33015 Certificate III in Individual Support (Disability)

Details of Deferment/Suspension/Cancellation* (please refer to definitions)

Reason for suspension/deferment/cancellation: (please tick✓)

<input type="checkbox"/> Financial problems	<input type="checkbox"/> Unable to cope with the course	<input type="checkbox"/> Family Obligations
<input type="checkbox"/> Personal matters	<input type="checkbox"/> Illness/Medical Conditions	<input type="checkbox"/> Family Bereavement
<input type="checkbox"/> Other		
Details: _____ _____ _____		
Date of proposed deferment/suspension/cancellation: From: _____ To: _____		

Student's declaration

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I authorise ITHEA to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of the offer of a place.
- I am aware that the decision to grant deferral/suspension or cancellation or enrolment may affect my student visa and if I am not enrolled in any course for a period of more than 28 days I may be required to return to my country unless approved by the Department of Home Affairs.

 (Student's signature)*

 (Date)*

*** COMPULSORY**

OFFICE USE ONLY									
Course progress:	Satisfactory			Not Satisfactory					
Skills Victoria status:	Hours entered			Results entered			Withdrawn		
Fees:	Owing			Up to date			Paid in full		
Status:	Approved			Not Approved					
Comments									
Approved by:				Position:			Date:		
Approval/Refusal letter issued by							Date:		
CoE affected	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					
Entered on VETTRAK	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Entered by:		Date:		
Entered in PRISMS	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Entered by:		Date:		
Letter of Release	Sent by:			Signature:			Date sent:		
Accounts notified	Adjusted by:			Signature:			Date adjusted:		