



PYP Application for Deferment of Commencement, or Cancellation of Studies

Important: Please read the **Professional Year Program Refund Policy** before you complete this form.

Student is to complete all sections.

Personal Details			
Student Name:			
Course:			
Original course start date:		Original course completion date:	
Current Address in Australia: <i>(if applicable)</i>			
Address in home country:			
Contact number			
Email address			
Application Details			
I am applying for: <i>(tick the appropriate box)</i>	<input type="checkbox"/> A deferment of commencement of studies <input type="checkbox"/> A suspension of studies <input type="checkbox"/> A cancellation of my studies		
If deferring studies <i>(insert date)</i>	I wish to commence my studies on the: _____		
If suspending studies <i>(insert start and finish date, and length of suspension)</i>	I wish to suspend my studies from: _____ until the _____ for a total of _____ months.		
If cancelling studies <i>(insert date)</i>	I wish to cancel my enrolment from: _____		
NB: The maximum time allowed for a deferment or voluntary suspension of study is 6 months. All deferments and suspensions may affect a student's ability to commence at the beginning of a structured program or to complete within the expected duration of their course.			



Supporting documentation included with this application	<ul style="list-style-type: none"><input type="checkbox"/> Medical certificate (Original document)<input type="checkbox"/> Doctor's Letter (Original document)<input type="checkbox"/> Copy of the Death certificate (Certified copy)<input type="checkbox"/> Copy of a Police Report (Certified copy)<input type="checkbox"/> Copy of a Psychologist Letter / Report (Original document)<input type="checkbox"/> Letter from Sponsor/Workplace/Legal Guardian approving application<input type="checkbox"/> Other _____ <i>(please specify what other supporting document/s you are providing)</i>
Please state why you wish to defer/ suspend/ cancel your studies:	
Student signature	
Date	

Important information for student:
Attach any relevant supporting documentation to this application form. This form will be assessed once all documentation has been received. The Institution may ask for more documentation, if required. Applications are usually processed within 5 working days.

Invoiced: _____



*** EXTENUATING CIRCUMSTANCES**

QIBA will always use its professional judgment in making decisions and each case will be judged on its individual merits. These circumstances 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; supporting medical documentation must be supplied
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports.

In such cases as described above, QIBA may approve a temporary suspension of the student's studies as per the Deferral and Cancellation Policy.

**** NON EXTENUATING CIRCUMSTANCES**

A fee of \$240 will be charged for administration costs on applications deemed non-extenuating, payable within seven (7) days of receipt of this form, and before any response will be sent.

Office Use Only

- Supporting documents sighted and on file
- Details recorded in VETtrak

Approved by: _____ Position: _____

Approval Date: _____