



## 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			
<b>Student Name:</b>			
<b>Course:</b>			
<b>Original course start date:</b>		<b>Original course completion date:</b>	
<b>Current Address in Australia:</b> <i>(if applicable)</i>			
<b>Address in home country:</b>			
<b>Contact number</b>			
<b>Email address</b>			
Application Details			
<b>I am applying for:</b> <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		
<b>If deferring studies</b> <i>(insert date)</i>	I wish to commence my studies on the: _____		
<b>If suspending studies</b> <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.		
<b>If cancelling studies</b> <i>(insert date)</i>	I wish to cancel my enrolment from: _____		
<b>NB:</b> 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			



**Queensland International Business Academy**

Level 2 108 Margaret Street BRISBANE QLD 4000 t: 07 3186 6449  
Level 3 & 7 114-120 Castlereagh Street SYDNEY NSW 2000 t: 02 9267 3040  
[info@qiba.edu.au](mailto:info@qiba.edu.au) [www.qiba.edu.au](http://www.qiba.edu.au)

QIBA Pty Ltd

ABN: 35 071 667 108

RTO Code: 5304

CRICOS Provider Code: 01515J

the expected duration of their course.

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

**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.



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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.

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**Office Use Only**

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



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Approved by: \_\_\_\_\_ Position: \_\_\_\_\_

Approval Date: \_\_\_\_\_