



PYP Application for Deferment of Commencement, or Cancellation of Studies

Important Information – PLEASE NOTE:

This form is to be completed in full and sent to py.student@qiba.edu.au for approval.

Please read the Professional Year Program Refund policy prior to completing this form.

Personal Details			
Date of Application:			
Family name:			
Given name/s:			
Original course start Date:		Original course completion date:	
Current address in Australia: (if applicable)			
Address in home country:			
Email address:		Contact number:	
Application Details			
I am applying for: (tick the appropriate box)	<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: (insert date)	I wish to commence my studies on the		
If suspending studies: (insert start and finish date, and length of suspension)	I wish to suspend my studies on from		until the
	for a total of		months.
If cancelling studies: (insert date)	I wish to cancel my enrolment from		
Note: 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:**

- Medical certificate (Original document)
- Doctor's Letter (Original document)
- Copy of the Death certificate (Certified copy)
- Copy of a Police Report (Certified copy)
- Copy of a Psychologist Letter / Report (Original document)
- Letter from Sponsor/Workplace/Legal Guardian approving application
- Other
(please specify what other supporting document/s you are providing)

Please state why you wish to defer/suspend/ cancel your studies:

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.



***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;
- 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, Suspension and Cancellation Policy.

****NON-EXTENUATING CIRCUMSTANCES**

A fee of \$250 (exc. GST) will be charged for administration costs on applications deemed non extenuating, payable within seven (7) days of receipt of substitute class details. Non-payment will exclude student from class, and graduation will be delayed or cancelled.

Student/Candidate Declaration:

- I declare that the information provided above is true and complete.
- I have read and understand the information regarding extenuating and non-extenuating circumstances.
- I understand that my request may incur administration fees (as detailed above) due to the disruption to my studies.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application.
- I understand that deferring or suspending my enrolment will affect my course completion date (graduation date) and may also affect my current student visa.

Student Signature:

Date:

Office Use Only

Approved by:

Position:

Approval date:

New Class Code:

New Graduation Date:

Invoiced

Details recorded in AXcelerate

Supporting documents sighted and on file