



VET & ELICOS Deferment, Suspension or Cancellation Form

Important Information – PLEASE NOTE:

- This form is to be submitted to the QIBA Administration Department for approval.
- Students will be notified via email of the outcome within 10 working days from the date of receipt of complete application.
- Students should read the Course Progress and Completion Policy carefully to establish eligibility.
- Before your application will be considered, you must complete all the sections below and attached the documents, relevant to your application.

Students must complete and submit the application to info@qiba.edu.au for approval.

Personal Details			
Date of Application:		Date of Birth:	
Family name:		Gender:	
Given name/s:			
Email Address:		Mobile:	
Address:			
Address:			
Country:		Postcode:	
QIBA Campus:	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Sydney	<input type="checkbox"/> Canberra
Course:	<input type="checkbox"/> VET	<input type="checkbox"/> ELICOS	Student ID:
Course Name:			

Are you leaving Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements:			
Unit/House:			
Street:			
Suburb/District/State:		Postcode:	
Country:			
Overseas Contact No:			



Applying for:		
<input type="checkbox"/> Deferment	<input type="checkbox"/> Suspension	<input type="checkbox"/> Cancellation

Reason for Leave (please select the appropriate reason)		
<input type="checkbox"/> Financial Hardship	<input type="checkbox"/> Illness	<input type="checkbox"/> Family Bereavement
<input type="checkbox"/> Family Obligations	<input type="checkbox"/> Unable to cope with the course	
<input type="checkbox"/> Other (specify):		

Supporting Documents attached:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Suspension Dates:	Start Date:	End Date:
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Student/Candidate Declaration:

- I declare that the information provided above is true and complete.
- I authorise QIBA 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 delay the process of my application.
- I understand that deferring, suspending my enrolment will affect my course completion date and may also affect my current student visa.

Student Signature:	Date:
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QUEENSLAND
INTERNATIONAL
BUSINESS
ACADEMY

Level 2, 108 Margaret Street BRISBANE QLD 4000 t: 07 3186 6449

Level 10, 140 Elizabeth Street SYDNEY NSW 2000 t: 02 9267 3040

Level 1, 15 Moore Street Canberra ACT 2061 t: 02 9267 3040

info@qiba.edu.au www.qiba.edu.au

QIBA Pty Ltd | ABN: 35 071 667 108 | RTO Code: 5304 | CRICOS Provider Code: 01515J

Office Use Only	
Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	From date: _____ to: _____
Academic Manager:	
Signature:	Date:
Comments (if applicable):	
<input type="checkbox"/> Details recorded in aXcelerate	