



For-012 Student Request to Defer, Suspend, Cancel a course

Please note that all requests are subject to approval and subject to assessment against Canberra Valley Institute's Deferral, Suspension and Cancellation Policies.

Date: Student ID:

Given Name: Last Name:

Course:

Mobile: Email Address:

Please select one of the following

I would like to suspend my course for a period.

Reason:

- Returning to home country (submit Airline Ticket)
Medical reason (submit Medical Certificate)
Other (please detail in attached letter)

Dates From: To:

I would like to cancel my course.

Reason:

- Returning to home country permanently (submit Airline Ticket)
Medical reason (submit Medical Certificate)
Applying/Applied for Another Visa (submit DIBP letter)
Granted Another Visa (submit VISA Copy)
Transferring to another institution & I need offer letter (attach offer letter)
Transferring to different courses within the same institution.
Other (please detail in attached letter)

Dates From: To:

Table with 4 columns: Document Name, Version No, Created Date, Last Modified Date, Page Sequence. Row 1: For-012 Student Request to Defer, Suspend, Cancel a course 2.0, 15/06/2023. Row 2: Version No: 2.0 Jan 2025, 10/01/2025. Row 3: Canberra Valley Institute | RTO Code: 41498 | CRICOS Code: 03937D, Page 1 of 2

