



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, Document No, Canberra Valley Institute | RTO Code: 41498 | CRICOS Code: 03937D, Created Date, Last Modified Date, Page Sequence.



I would like to *defer* my course.

Reason:

- Visa not yet granted.
- Current course not yet complete (provide current CoE)
- Medical reason (submit Medical Certificate)
- Other (please detail in attached letter)

Dates From: To:

Have you read Canberra Valley Institute’s refund policy? Yes No

Do you also require a refund? Yes No

Students Signature: Date:

Office Use Only		
Have any supporting documentation/evidence been verified and approved?	Yes	No
Comments:	<input type="checkbox"/>	<input type="checkbox"/>
Approved By:		
Officer Signature:	Date:	

Document Name:	For-012 Student Request to Defer, Suspend, Cancel a course	Created Date:	4/10/2021
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