



- I have read and understood the
- PP03 Student Fees and Charges
 - PP05 Refund Policy and Procedure
 - PP10 Transfer of Students Between Providers
 - PP16 Deferring, Suspending or Cancelling the Student Enrolment Policy and Procedure
 - PP11 Complaints and Appeal Policy and Procedure

Part A: Student Details

Date		Student ID	
Student First Name		Student Family Name	
Student Contact Number		Student Email Address	
Current Course of Enrolment		Group	
Current Course Start Date		Current Course End Date	
Campus Location	<input type="checkbox"/> Adelaide <input type="checkbox"/> Melbourne		
I would like to apply for	<input type="checkbox"/> Course Suspension	Please complete part B and part F of this form	
	<input type="checkbox"/> Course Deferment (initiated by the student)	Please complete part C.1 and part F of this form	
	<input type="checkbox"/> Course Deferment (initiated SCEI)	Please complete part C.2 of this form	
	<input type="checkbox"/> Course Cancellation Non-Principal Course	Please Complete part D and part F of this form	
	<input type="checkbox"/> Course Cancellation Principal Course and Release Request	Please Complete part E and part F of this form	



Part B: Course Suspension Request

Course/Program of Enrolment that you will like to suspend			
Suspension Start Date		Suspension End Date	
Do you have a subsequent course(s) of study with SCEI	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Course name (Subsequent course(s) of study)		Course start Date (subsequent course(s) of study)	
Current Financial Status	<input type="checkbox"/> Payment Plan		<input type="checkbox"/> Fully Financial

The reason and evidence(s) of suspension

<input type="checkbox"/>	Serious illness or injury, pregnancy of student. Evidence Attached: Medical Certificate
<input type="checkbox"/>	Death of a family member. Evidence Attached: Medical Certificate
<input type="checkbox"/>	Serious illness or injury of family member requiring student to return home or delayed return to Australia Evidence Attached: <ul style="list-style-type: none"> • Medical Certificate • Flight tickets
<input type="checkbox"/>	Major political upheaval or natural disaster. Evidence Attached: an order from court or lawyer explaining why you need to suspend your course
<input type="checkbox"/>	A traumatic experience (such as witnessing and incident or crime) Evidence Attached: Police or psychologist report
<input type="checkbox"/>	Other compassionate circumstances, Please provide a written statement / explanation to support your application for suspension



Part C 1: Course Deferment Request – Initiated by the Student

Course/Program Code and Name that you would like to defer			
Deferment Start Date		Deferment End Date	
Do you have a subsequent course(s) of study with SCEI	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Course name (Subsequent course(s) of study)		Course start Date (subsequent course(s) of study)	
Current Financial Status	<input type="checkbox"/> Payment Plan		<input type="checkbox"/> Fully Financial
The reason and evidence(s) of suspension			
<input type="checkbox"/>	Serious illness or injury, pregnancy of student. Evidence Attached: Medical Certificate		
<input type="checkbox"/>	Visa delays. Evidence Attached: Proof of Visa Lodgement Date		
<input type="checkbox"/>	Serious illness or injury of family member requiring student to return home or delayed return to Australia Evidence Attached: <ul style="list-style-type: none"> • Medical Certificate • Flight tickets 		
<input type="checkbox"/>	Delayed commencement of prior studies. Evidence Attached: Confirmation of Enrolment (CoE)		
<input type="checkbox"/>	Death of a family member. Evidence Attached: Death Certificate		
<input type="checkbox"/>	Not meet the required English language requirements. Evidence Attached: <ul style="list-style-type: none"> • Last English language test results, • Offer letter / COE for an English; • Language course study /PTE Booking Confirmation 		
<input type="checkbox"/>	Major political upheaval or natural disaster. Evidence Attached: an order from court or lawyer explaining why you need to suspend your course		
<input type="checkbox"/>	A traumatic experience (such as witnessing and incident or crime) Evidence Attached: Police or psychologist report		
<input type="checkbox"/>	Other compassionate circumstances, Please provide a written statement / explanation to support your application for suspension		



Part C 2: Course Deferment Request – Initiated by the SCEI

Course/Program Code and Name that you would like to defer			
Deferment Start Date		Deferment End Date	
Do you have a subsequent course(s) of study with SCEI	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Course name (Subsequent course(s) of study)		Course start Date (subsequent course(s) of study)	
Current Financial Status	<input type="checkbox"/> Payment Plan	<input type="checkbox"/> Fully Financial	
Students Declaration			
<input type="checkbox"/>	I consent to the differed course start date		
<input type="checkbox"/>	I consent to the differed course start date		
<input type="checkbox"/>	I understand that all other terms and conditions of my original letter of offer apply		
<input type="checkbox"/>	I understand that it is my responsibility to contact the accounts office on accounts@scei.edu.au to alter my initial payment plan agreement , if needed.		
<input type="checkbox"/>	I understand that it is my responsibility to ensure that I have a valid student visa for the duration of the new course duration.		
<input type="checkbox"/>	I DO NOT consent to the differed course start date (please complete the part D of this form as well as the application for refund)		
<input type="checkbox"/>	I understand that by cancelling this course I would need to make alternative study arrangements to comply it my student visa requirements.		



Part D: Course Cancellation – Non-principle course (after completing 6 months of the Principal Course of study)

Course/Program Code and Name that you would like to cancel			
Course Start Date		Course End Date	
Do you have a subsequent course(s) of study with SCEI	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Course name (Subsequent course(s) of study)		Course start Date (subsequent course(s) of study)	
Current Financial Status	<input type="checkbox"/> Payment Plan		<input type="checkbox"/> Fully Financial
The reason and evidence(s) of suspension			
<input type="checkbox"/>	Returning home country permanently. Evidence Attached: Flight Ticket		
<input type="checkbox"/>	Applying for another visa. Evidence Attached: Proof of Visa Lodgement Date		
<input type="checkbox"/>	Refusal Visa. Evidence Attached: Copy of visa		
<input type="checkbox"/>	Transferring to another education institution. Evidence Attached: Offer Letter or Confirmation of Enrolment (CoE) from other institution (that meets transfer and release letter)		
<input type="checkbox"/>	Do not meet course/program entry requirement. Evidence Attached: Evidence to support this reason		
<input type="checkbox"/>	Other compassionate circumstances, Please provide a written statement / explanation to support your application for suspension		



Part E: Course Cancellation – Principle Course (prior to completing 6 months of the Principal Course of study)

Course/Program Code and Name that you would like to cancel			
Course Start Date		Course End Date	
Do you have a subsequent course(s) of study with SCEI	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Course name (Subsequent course(s) of study)		Course start Date (subsequent course(s) of study)	
Current Financial Status	<input type="checkbox"/> Payment Plan		<input type="checkbox"/> Fully Financial
The reason and evidence(s) of suspension			
<input type="checkbox"/>	Returning home country permanently. Evidence Attached: Flight Ticket		
<input type="checkbox"/>	Applying for another visa. Evidence Attached: Proof of Visa Lodgement Date		
<input type="checkbox"/>	Refusal Visa. Evidence Attached: Copy of visa		
<input type="checkbox"/>	Transferring to another education institution. Evidence Attached: Offer Letter or Confirmation of Enrolment (CoE) from other institution (that meets transfer and release letter)		
<input type="checkbox"/>	Do not meet course/program entry requirement. Evidence Attached: Evidence to support this reason		
<input type="checkbox"/>	Other compassionate circumstances, Please provide a written statement / explanation to support your application for suspension		



Part F: Student Declaration

All of the information provided is true and correct to the best of my knowledge

I am also aware that the decision to grant my deferral, suspension, or withdraw of enrolment may affect my Student visa. Where my application to suspend, defer or withdraw my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs (DHA).

I am aware that **No request will be approved if any fees is owed to SCEI**

I acknowledge that while I am enrolled, I am subject to the legislation, policies and procedures of Southern Cross Education Institute (SCEI) and that during the application processing time I am still required to continue to meet my current course obligations as well as attend all scheduled classes.

I am aware that I need to contact Student Welfare Officer to confirm their reenrolment no later than two weeks before commencement of the study period.

Student Name		Student Signature	
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Date	
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Part G: Form Submission	Email:
	<ul style="list-style-type: none"> studentservices.melbourne@scei.edu.au (Melbourne Campus) studentservices...adelaide@scei.edu.au (Adelaide Campus) <p><i>Ensure that all the supporting documents (if applicable) are attached with this application.</i></p>

Part H: Office Use Only

Request Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Confirmation of Enrolment (CoE) on PRISMS updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Notify Student by Email	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Paradigm Record Update	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Signature			
Date			