



Deferral, Suspension or Withdrawal Form

Student Details

Student name	
Student ID	
Course	
Course Intake	
Campus	Reservoir

Request details

Request	<input type="checkbox"/> Deferral <input type="checkbox"/> Suspension <input type="checkbox"/> Withdrawal
Date of Withdrawal	
Reason for Withdrawal	
Date deferral / suspension to commence	
Date deferral / suspension to end	
Deferment is only based on COMPASSIONATE or COMPELLING Circumstances Provide a full description of the compassionate or compelling circumstances in detail to DOLPH BUSINESS SCHOOL to be Considered for deferment.	

Dolph Business School is a Trading Name of **Dolph Learning Pty Ltd.**

Reservoir Campus: 946 High Street, Reservoir, Victoria 3073, Australia

Kitchen Campus: 17-21 Buckhurst street, South Melbourne 3205, Australia

admissions@dolph.edu.au | Phones: 1300 2 DOLPH (1300 236 574) / +613 9077 7550

<https://dolph.edu.au/> | ABN 11 608 707 115 | CRICOS 03642G | RTO No. 41480



Student declaration

By signing this form, I certify that the information provided in this form is true and correct.

I am aware that:

- should my request be denied, then I can appeal the decision within 20 working days in accordance with the Complaints and Appeals policy. (You may refer to the International Student Handbook for more information, available on Dolph Business School website for updated version).
- should the request to grant my deferral, suspension, or cancellation of enrolment be approved, my student visa may be affected. As per Department of Home Affairs, it is mandatory that a COE (Confirmation of Enrolment) is issued within 28 days. Also, it is important that there should not be more than 60 days gap between two courses. In the event that there is more than 60 days, then I may require to consult my migration lawyer/agent to seek immigration advice. I agree that DOLPH Business School administration had informed me regarding visa conditions. Also, I understand that I need to inform the Immigration based on the rules of returning back to my home country when I exceed 60 days of deferment, unless approved by the Department of Home Affairs as a special case. **This is only applicable to international students.**
- **I understand that my withdrawal of course is subject to the REFUND policies and procedures of Dolph Business School**
- **I also understand that once I defer the course, I have no opportunity again to either defer, cancel or request for refund.**

Student signature	
Student name	
Date	

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Admin Use Only			
Name			
Position			
Action	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Reason for decision			
Logged in RTO Data	<input type="checkbox"/> Yes <input type="checkbox"/> No Logged by:	Date	
Refund processed (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Confirmation of decision letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No Sent by:	Date	
Appeal lodged	<input type="checkbox"/> Yes <input type="checkbox"/> No Reference number:	Date	
CEO signature			
Date			

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