



SUSPENSION/CANCELLATION REQUEST FORM

This form is to be used by students who have received a CoE from Sydney Institute of Higher Education (SIHE) and wish to request to suspend their program or cancel their enrolment of study.

STUDENT DETAILS

Student Full Name :

SIHE Student ID No. : Date of Birth :

Telephone No. : Email :

Are you requesting to? Suspend your program (please complete section A) Cancel your enrolment (please complete section B)

SECTION A: SUSPEND YOUR PROGRAM

SIHE will only grant a suspension, intermission or leave of ongoing studies under compassionate and compelling circumstances.

Program Name :

Suspension from : Suspension to :

Reason (please select one of the following options)

- A Medical reasons
- B Other compassionate or compelling circumstances

Please provide further details for the reason why you wish to suspend your program

Please attach the relevant documents to support your request to suspend your program. Your application will be rejected if it does not include any attachments of supporting documents.

- A Medical certificate stating degree of impact and period you are unfit for study
- B Other supporting documents (such as police report, death certificate, marriage certificate, statutory declaration, return travel itinerary)

SECTION B: CANCEL YOUR ENROLMENT

Program Name :

Course Start Date* : Feb/Mar Jun/Jul Oct/Nov Year

* Please confirm the course start date listed on your COE

Reason (please select one of the following options)

- A Change of visa status
B Transfer to other provider
C Return to home country
D Other, please specify

Please provide further details for the reason why you wish to cancel your enrolment

Please attach the relevant documents to support your request to cancel your enrolment. Your application will be rejected if it does not include any attachments of supporting documents.

- A Evidence of current visa status
B Acceptance of Letter of Offer from other provider
C Flight ticket
D Other related documents

SIHE OFFICE USE ONLY

Processed by Date

Outcome Approved Rejected

Reason

STUDENT'S DECLARATION

IMPORTANT: The process of suspension or cancellation of your enrolment may affect your student visa and your overseas student health cover (OSHC). If you have any inquiries, you should visit the DHA website www.homeaffairs.gov.au or call the DHA helpline on 131 881 or contact your local DHA office for advice and contact your OSHC provider.

I declare and agree that:

- the information supplied on this form and the information attached in support of my request is true and correct;
- I have personally signed this form;
- I have reviewed the fees and charges published on the SIHE website associated with cancellation and, in the case of cancellation of my enrolment, I agree to pay the administration fee (discontinuation of study) for discontinuation of enrolment or termination of studies of \$500 and agree that this cost will be charged to my student account;
- I have reviewed the fees and charges published on the SIHE website associated with suspension and, in the case of suspension of my program, I agree to pay the administration fee (timetable change) for change of timetable after enrolment in a course of studies of \$100 and agree that this cost will be charged to my student account;
- Where I am requesting to suspend my program due to compassionate and compelling circumstances, I undertake to attend catch-up classes and adhere to any study plan prescribed to me by SIHE designed to compensate for lost time during suspension;
- I may be contacted by SIHE staff in order to clarify any aspect of this application;
- SIHE may vary or cancel any decision it has made if the information I have given is incorrect or incomplete;
- the decision to grant my suspension or cancellation of enrolment may affect my Student Visa;
- where my application to cancel my enrolment is granted, I may be required to return to my home country unless approved by the Department of Home Affairs (DHA);
- I am responsible for contacting DHA to clarify my visa status.

Student's Signature

Date

SUBMIT YOUR APPLICATION

Please submit the completed Suspension/Cancellation of Enrolment Request Form together with all supporting documents by email to enrol@sydneyinstitute.edu.au. Applications will normally be processed within three (3) working days. However, actual times may vary during peak periods. Incomplete applications will not be processed until supporting documents are verified.