

COURSE WITHDRAWAL, DEFERRAL AND SUSPENSION FORM

STUDENT DETAILS

Student Name			
Student ID		Intake Date	
Course Enrolled			
☐ CPC40120 – Certificate IV in Building and Construction (Building) ☐ CPC50220 – Diploma of Building and Construction (Building) ☐ CPC30620 – Certificate III in Painting and Decorating ☐ CPC30220 – Certificate III in Carpentry			

TYPE OF REQUEST

Please select one:

- ☐ Withdrawal (permanent cancellation of enrolment)
☐ Deferral (delay of course commencement before it starts)
☐ Suspension (temporary pause of studies during enrolment)

DATES

Date of Withdrawal / Deferral / Suspension	
Last Day of Attendance	
Requested Return Date (Deferral / Suspension only)	
CoE Update Required	☐ Yes ☐ No

REASON FOR REQUEST

Please provide full details below. Attach supporting documentation (e.g. medical certificate, death certificate, DHA correspondence).

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STUDENT DECLARATION

I declare that the information provided is true and correct. I understand that this request may affect my Student Visa; that SKILLS CLICK PTY LTD will notify the Department of Home Affairs (DHA) via PRISMS as required under the ESOS Act 2000; and that any refund entitlement will be assessed under the Refund Policy.

Student Signature		Date	
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FOR OFFICE USE ONLY

Request Approved	☐ Yes ☐ No	Date	
Authorised By (Signature)			
Student File Updated	☐ Yes ☐ No	Date	
Staff Member (Signature)			
SMS / TMS Updated	☐ Yes ☐ No	Date	
PRISMS Updated	☐ Yes ☐ No	Date	
Statement of Attainment Issued	☐ Yes ☐ No	Date	

IMPORTANT NOTES

1. Submit this completed form to the Administration office by email (info@skillsclick.edu.au), mail or in person.
2. You will receive written notification of the outcome once your request has been processed.
3. A Statement of Attainment will be issued for competencies achieved, provided all outstanding fees have been paid.
4. To apply for a refund, complete a Refund Application Form. Refer to the Fees and Refund Policy for full details.
5. Cancellation of studies will be assessed in accordance with the Deferral, Suspension and Cancellation Policy.