



## ESOS 13.1: APPLICATION FOR DEFERRAL OR SUSPENSION OF ENROLMENT

**Note:** - This form needs to be completed by student requesting to Defer or Suspend their enrolment with ACE with appropriate supporting documentation attached. Students need to be aware that Deferring or Suspending enrolment may affect their student visa.

**Date of Application:** \_\_\_/\_\_\_/\_\_\_\_\_

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_/\_\_\_/\_\_\_\_\_

**Student ID Number:** ACE \_\_\_\_\_ **Contact No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Course Enrolled:** \_\_\_\_\_

I \_\_\_\_\_ wish to apply to  
(Insert name)

**DEFER** my enrolment or  **SUSPEND** my enrolment  
(Tick which you are applying for)

Date from: \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_

The following is a brief summary of the reasons to support my application:

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Supporting documentation for this application has been attached:

Yes  No\*, Reason: \_\_\_\_\_

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### Student Declaration

- I understand that if I have not supplied appropriate supporting documentation, then this application will not be processed unless all the supporting documentation have been submitted to ACE delegate within 7 days of the submission of this application.
- Failure to submit the required documentation will result in request for deferment or suspension as **Not Approved**.
- I am aware that the decision to grant my deferral or suspension of enrolment may affect my student visa.
- I am aware ACE will notify the Secretary of DEEWR via PRISMS under section 19 of the ESOS Act of this change to my enrolment either for deferment or suspension.
- I am aware that failure to return on my due date will advise ACE that I have 'inactively' advised ACE that I will not be continuing my studies. ACE will notify the Department of Education through PRISMS of 'student notified cessation of studies' by going to the Student Course Variation screen, and choosing 'Termination prior to completing the course' with the 'termination reason' as 'Student notified cessation of studies'. ACE will enter a comment 'Student did not return' or 'Student did not re-enrol'. ACE will not be required to send a Notice of Intention to report letter and observe the associated appeals requirements, OR notify me of their intention to cancel my enrolment.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_\_\_

### OFFICE USE ONLY

Date Form Received: \_\_\_/\_\_\_/\_\_\_\_\_ Received By: \_\_\_\_\_

Approved YES  NO  Date \_\_\_/\_\_\_/\_\_\_\_\_

Reason \_\_\_\_\_

Checked & Authorised by: \_\_\_\_\_

Date updated on PRISMS: \_\_\_/\_\_\_/\_\_\_\_\_

Updated on PRISMS by: \_\_\_\_\_

Signature of ACE delegate: \_\_\_\_\_

Date Student Notified: \_\_\_/\_\_\_/\_\_\_\_\_

Notified by: \_\_\_\_\_

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