ITHEA Corporation Pty Ltd trading as Institute of Tertiary & Higher Education Australia s T: +61 3 9650 3900 • F: +61 3 9650 3199 • E: info@ithea.edu.au • W: www.ithea.edu.au City campus: Level 11, 168 Lonsdale Street, Melbourne, Victoria, 3000, Australia • CRICOS Provider Code: 02892J s RTO Number: 22037 s ACN: 125 368 569 s ABN: 81 578 106 574



ITHEA Application to: (select one)

 Defer from studies
 Temporarily suspend studies
 Cancel studies

 Definitions:
 Deferral
 Postponement of commencement of course.

 Suspension
 Temporary postponement of enrolment during course.

 Cancellation
 To cease enrolment or withdraw from a course.

 DIBP
 Department of Immigration and Border Protection.

IMPORTANT!

- All temporary suspensions, regardless of their duration, must be reported to Skills Victoria.
- Should you apply for a deferment or suspension of studies, this may affect your course completion date.
- This form MUST be submitted to the Student Manager for approval.
- Charges are subjected to The Agreement to terms and conditions of enrolment.
- You will be notified of your application status within 10 working days from the date of receipt.
- If you change your address during the period of suspension/deferment/cancellation, please contact us to ensure
 your address details are updated for future correspondence.

Personal details*COMPULSORY									
FAMILY NAME:					GIVEN NAME:				
GENDER:	Male	F	emale		DATE OF BIRTH:				
ADDRESS:									
SUBURB/CITY:					POST CODE:				
PHONE:			EMAIL:						
COURSE: (please	tick 🗸								

COURSE: (please tick ✓)				
English	Business – Leaderhip & Management			
22259VIC Course in EAL	BSB20115 Certificate II in Business			
22250VIC Certificate I in EAL (Access)	BSB30115 Certificate III in Business			
22251VIC Certificate II in EAL (Access)	BSB40215 Certificate IV in Business			
22253VIC Certificate III in EAL (Access)	BSB50215 Diploma of Business			
22255VIC Certificate III in EAL (Further Study)	BSB60215 Advanced Diploma of Business			
22258VIC Certificate IV in EAL (Further Study)	BSB42015 Certificate IV in Leadership and Management			
22257VIC Certificate IV in EAL (Employment/Professional)	BSB51915 Diploma of Leadership and Management			
General English	BSB61015 Advanced Diploma of Leadership and Management			
Community Services				
CHC52015 Diploma of Community Services	CHC30113 Certificate III in Early Childhood Education and Care			
CHC33015 Certificate III in Individual Support (Ageing)	CHC50113 Diploma of Early Childhood Education and Care			
CHC43015 Certificate IV in Ageing Support	CHC43115 Certificate IV in Disability			
CHC33015 Certificate III in Individual Support (Disability)				
CHC43015 Certificate IV in Ageing Support	. ,			

ITHEA Corporation Pty Ltd trading as Institute of Tertiary & Higher Education Australia s T: +61 3 9650 3900 • F: +61 3 9650 3199 • E: info@ithea.edu.au • W: www.ithea.edu.au City campus: Level 11, 168 Lonsdale Street, Melbourne, Victoria, 3000, Australia • CRICOS Provider Code: 02892J s RTO Number: 22037 s ACN: 125 368 569 s ABN: 81 578 106 574



Details of Deferment/Suspension/Cancellation* (please refer to definitions)

R	eason for suspe	nsion/defe	rment/canc	ellation: (please t	ick√)		
	Financial problems		Unable to a	ope with the course	Fami	ly Obligations	
	Personal matters		Illness/Medi	cal Conditions	Fami	ly Bereavement	
	Other						
D	etails:						
٠.							
_		.,	. ,		-		
D	ate of proposed dete	rment/suspens	sion/cancellatio	n: From:	10:		
S	tudent's declara	ıtion					
			= =	this form and the info	rmation	given in support of my	
	application is		-				
						al institution necessary to	
			=	plication or matters t			
	_			rect information or the		_	
			application mo	iv result in a delay in	the asse	ssment of the offer of a	
		ating to my o	аррисанон нис	iy reson iii a aciay iii		somem of me oner or a	
	place.						
	place. I am aware the	at the decisio	on to grant def	erral/suspension or co	ancellati	on or enrolment may	
	place. I am aware the affect my stud	at the decision	on to grant def if I am not enro	erral/suspension or co olled in any course fo	ancellati r a perio	on or enrolment may od of more than 28 days I	
	place. I am aware the affect my stud	at the decision	on to grant def if I am not enro	erral/suspension or co olled in any course fo	ancellati r a perio	on or enrolment may	
	place. I am aware the affect my stud may be requir	at the decision ent visa and ed to return t	on to grant def if I am not enro	erral/suspension or co olled in any course fo unless approved by th	ancellati r a perio ne Depa	on or enrolment may od of more than 28 days I	
	place. I am aware the affect my stud	at the decision ent visa and ed to return t	on to grant def if I am not enro	erral/suspension or co olled in any course fo unless approved by th (Date)	ancellati r a perio ne Depa	on or enrolment may od of more than 28 days I	
	place. I am aware the affect my stud may be requir	at the decision ent visa and ed to return t	on to grant def if I am not enro	erral/suspension or co olled in any course fo unless approved by th	ancellati r a perio ne Depa	on or enrolment may od of more than 28 days I	
	place. I am aware the affect my stud may be requir (Student's signa	at the decision ent visa and ed to return t	on to grant def if I am not enro o my country (erral/suspension or coolled in any course founless approved by the house of the hou	ancellati r a perio ne Depa	on or enrolment may od of more than 28 days I	
C	place. I am aware the affect my stud may be requir (Student's signa) FFICE USE ONLY purse progress:	at the decision ent visa and ed to return t	on to grant defit I am not enre	erral/suspension or coolled in any course founless approved by the house of the hou	ancellati r a perio ne Depa	on or enrolment may od of more than 28 days I rtment of Home Affairs.	
Sk	place. I am aware the affect my stud may be requir (Student's signa) FFICE USE ONLY purse progress: cills Victoria status:	at the decision ent visa and ed to return t	Satisfactory Hours entered	erral/suspension or coolled in any course founless approved by the highest app	r a perione Depa	on or enrolment may od of more than 28 days I rtment of Home Affairs.	
Sk Fe	place. I am aware the affect my stud may be requir (Student's signated as a signated	at the decision ent visa and ed to return t	Satisfactory Hours entered Owing	erral/suspension or coolled in any course for unless approved by the computation (Date): * COMPULSORY Not Satisfa Results ent	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs.	
Sk Fe	place. I am aware the affect my stud may be requir (Student's signa) FFICE USE ONLY purse progress: cills Victoria status:	at the decision ent visa and ed to return t	Satisfactory Hours entered	erral/suspension or coolled in any course founless approved by the highest app	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs.	
Sk Fe	place. I am aware the affect my stud may be requir (Student's signated as a signated	at the decision ent visa and ed to return t	Satisfactory Hours entered Owing	erral/suspension or coolled in any course for unless approved by the computation (Date): * COMPULSORY Not Satisfa Results ent	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs.	
Sk Fe Sto	place. I am aware the affect my stud may be requir (Student's signa) FFICE USE ONLY purse progress: cills Victoria status: res:	at the decision ent visa and ed to return t	Satisfactory Hours entered Owing	erral/suspension or coolled in any course for unless approved by the computation (Date): * COMPULSORY Not Satisfa Results ent	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs.	
Ski Fee Ste Co	place. I am aware the affect my stud may be require (Student's signated as a signate	at the decision ent visa and ed to return to ture)*	Satisfactory Hours entered Owing	erral/suspension or coolled in any course for unless approved by the computation (Date): * COMPULSORY Not Satisfa Results ent Up to	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs. Withdrawn Paid in full	
Ski Fee Sto Co Al	place. I am aware the affect my stud may be requir (Student's signa) FFICE USE ONLY Durse progress: cills Victoria status: pers: proved by:	at the decision ent visa and ed to return to ture)*	Satisfactory Hours entered Owing	erral/suspension or coolled in any course for unless approved by the computation (Date): * COMPULSORY Not Satisfa Results ent Up to	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs. Withdrawn Paid in full Date:	
Sk Fe Std Cd	place. I am aware the affect my stud may be require (Student's signate) FFICE USE ONLY Dourse progress: Cills Victoria status: Descriptions: Descriptions Descript	at the decision ent visa and ed to return to ture)*	Satisfactory Hours entered Owing Approved	erral/suspension or coolled in any course for unless approved by the computation (Date): * COMPULSORY Not Satisfa Results ent Up to	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs. Withdrawn Paid in full Date:	
Skk Fee Stor Co	place. I am aware the affect my stud may be require (Student's signate) FFICE USE ONLY pourse progress: iills Victoria status: pes: atus: proved by: pproval/Refusal letter issue affected	at the decision ent visa and ed to return to ture)*	Satisfactory Hours entered Owing Approved	erral/suspension or coolled in any course for unless approved by the computation of the c	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs. Withdrawn Paid in full Date: Date:	
Sk Fe Std Cd All Cd En	place. I am aware the affect my stud may be requir (Student's signa) FFICE USE ONLY Durse progress: iills Victoria status: Description of the proved by: Deproval/Refusal letter issue the proval/Refusal letter issue the proval letter issue the proval/Refusal letter issue the proval letter issue the proval letter issue the proval letter issue the proval letter issue the prova	at the decision ent visa and ed to return to ture)* sued by Yes Yes	Satisfactory Hours entered Owing Approved No	erral/suspension or coolled in any course for unless approved by the computation (Date)* * COMPULSORY Not Satisfate Results enter Up to Not Approximate Not Approximate Position: Entered by:	ctory ered date	on or enrolment may od of more than 28 days I rtment of Home Affairs. Withdrawn Paid in full Date: Date:	