

# Deferral Suspension Cancellation Withdrawal (DSCW) Form

## Things you need to know, before you proceed to fill this application:

Prior to completion of this application, please familiarise yourself of the conditions for your applications.

### Cancellations/Withdrawals/Transfers:

- You need to be aware of that as per Standard 7 of ESOS National Code 2018, you are not able to transfer to another provider, prior to you completing six months of your principal course of study, except in certain limited circumstances.
- The principal course of study is generally the highest of the courses that you are enrolled in at NTCA.
- Each application will be assessed on its merits. Please refer to NTCA's policy on 'Transfer of Provider'. For any refunds, please refer to fees and Refunds Policy.

### Deferrals and suspensions:

- Deferment: A request by the student prior to the commencement of the study period to temporarily postpone study (Student initiated).
- Suspension: When the enrolment of a student in his or her course of study is suspended for a period, after which the student may recommence study.
- There can be a number of reasons for deferrals or suspension of the course. Please refer to NTCA's Policy on this subject.
- Student needs to be aware that, deferment, suspension or cancellation of enrolment may affect his or her student visa.
- NTCA informs the Department of Education and Training via Provider Registration and International Student Management System (PRISMS) when a student's enrolment is deferred, suspended or cancelled.
- Deferrals can only be processed on PRISMS (where there is course end change required) either on the same day as the deferment date

Compassionate or Compelling circumstances: are defined as circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- a) Serious illness or injury, where a medical certificate states that the student is/was unable to attend classes (the medical certificate cannot state that it is the opinion of the student, rather, the Doctor should certify his/her opinion. Statement of the medical condition is not important since it may have privacy issues attached to it. What is important is the advice for his/her absence from a certain period of time to a certain period of time (whether a duration or dates) and that the student's inability to attend classes. This cannot be statement of doctor which says, "The student says .....or it is the opinion of the student etc". The medical certificate must convey the opinion of the Doctor.
- b) Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided),
- c) Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies,
- d) A traumatic experience which could include:
  - Involvement in, or witnessing of a serious accident; or
  - Witnessing or being the victim of a serious crime, and these experiences have impacted on the student (cases should be supported by police or psychologist's reports)
- e) Inability to begin studying on the course commencement date due to delay in receiving a Student VISA.
- f) where NTCA was unable to offer a pre-requisite unit;
- g) Any other circumstances, that in the opinion of NTCA which may be considered as Compassionate and compelling circumstances.

Where Students are not happy/do not agree with the outcome of the decision of NTCA, they can appeal the decision by filling a 'Complaints and Appeals' Form. NTCA will process all applications within 10 days of receipt of the applications. Delays may occur, if students do not attach the required valid documents.

Section 1 – Client Details			
<b>Name:</b>			
<b>Student ID:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Course Currently enrolled</b>		<b>Course Dates</b>	Start date:        /        / End date:         /        /
<b>List Other courses, if in case you are applying for Cancellation and withdrawal (otherwise, leave blank)</b>			
Other Courses Enrolled			
Other Courses Enrolled			
Other Courses Enrolled			

Section 2 – Please select your reason for your application	
<input type="checkbox"/> Deferment	<input type="checkbox"/> Suspension
<input type="checkbox"/> Cancellation	<input type="checkbox"/> Withdrawal
<input type="checkbox"/> Request 'Release', If the application is for cancellation/withdrawal and transfer to a different provider	
<b>Date effective from</b>	/        / <b>Till:</b> /        /        (if applicable)

Section 3 – Evidence Provided
<input type="checkbox"/> A letter from a registered Medical Practitioner due Sickness. <input type="checkbox"/> Evidence for the family emergency, if cited as a family reason. <input type="checkbox"/> Appropriate evidence for compassionate grounds <input type="checkbox"/> If traveling overseas, attach a copy of travel ticket. <input type="checkbox"/> Upon return, submit a copy of the Immigration departure/arrival stamping on the passport (if available) <input type="checkbox"/> Offer letter, if applying for a Transfer <input type="checkbox"/> Others, please specify in below section

Section 4 – Reasons	
Reason: (Use additional sheets if required)	

**Student Declaration:** I understand that:

- That the application will be considered in accordance with NTCA’s Deferral Suspension Cancellation Withdrawal Policy
- I will be informed of the outcome of this request including the reasons for the outcome
- I understand the implications of my student visa
- I have attached all required supporting documentation
- I will notify NTCA in writing if my circumstances change.
- If the matter pertains to Deferment / Suspension, this will be reported to Department of Home affairs as per Government Policy. This can affect a student’s visa and I am aware that under such circumstances, I need to contact Department of Home affairs on 131881 if I need more information on this.
- My Fee payment is up to date.

<b>Signature</b>		<b>Date:</b>	/ /
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**Section 5 – Admin Use Only**

**(Please ensure that all applications are to be processed within 10 days).**

**Deferments if any are to be completed within 31 days of the date of the deferment or suspension.**

Amount of fees paid till date..... Outstanding fees if any.....

**Finance**

<b>Finance Position:</b>		<b>Signature:</b>	
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**Administration**

<b>Approved:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /
<b>Changed in SMS:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /
<b>Changed in PRISMS:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /
<b>Formal Letter/Email Sent:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /
<b>Actions completed by:</b>			<b>Signature:</b>	

## TRANSFER BETWEEN REGISTERED PROVIDERS

