Deferral Suspension Withdrawal (DSW) 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 and read the Deferral, Suspension, Withdrawal and Cancellation Policy and Procedures accessible on NTCA Website and/ or NTCA Student Handbook.

Withdrawals/Transfers:

- Withdrawal: Student-initiated permanent exit from a course where the reason for the exit is other than transferring to another provider.
- Transfer: Student-initiated permanent exit from a course where the reason for the exit is transfer to another provider.
- Please be aware of that as per Standard 7 of National Code 2018 under the ESOS Act, 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 AQF level course that you are enrolled in at NTCA.
- Each application will be assessed on its merits. Please refer to Student Transfer Between Providers Policy and Procedures accessible on NTCA Website and/ or NTCA Student Handbook.
- For any relevant refunds, please refer to Fees, Charges and Refunds Policy and Procedures accessible on NTCA Website and/ or NTCA Student Handbook.

Deferrals and Suspensions:

- Deferment: A student-initiated request made prior to commencement of the course to delay the commencement to a future date.
- Suspension: A student-initiated request to temporarily pause the enrolment after the course has commenced.
- Please be aware that, deferment or suspension of enrolment and withdrawal from a course may affect your 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 due to student-initiated withdrawal.

Compassionate or Compelling circumstances: Circumstances beyond the student's control impacting their capacity to commence or continue studies, including but not limited to:

- Serious illness or injury (supported by a valid medical certificate with professional medical opinion and clear indication of the period it relates to).
- Bereavement of a close family member (supported by a death certificate where possible).
- Major political upheaval or natural disaster in the home country requiring emergency travel.
- A traumatic experience (e.g., serious accident, crime victimisation) supported by police or psychological reports.
- Delays in visa processing preventing timely arrival into Australia.

Appeal: Where Students are not happy/do not agree with the outcome of their application, they can appeal the decision by filling a 'Complaints and Appeals Form'. Please refer to Feedback, Complaints and Appeals Policy and Procedures accessible on NTCA Website and/ or NTCA Student Handbook.

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

Section 2 – Please select your reason for your application and provide further details			
☐ **Deferral** ☐ **Suspension** ☐ **Withdrawal** ☐ **Transfer of Provider**			
☐ Request 'Release', If the application is for withdrawal and transfer to a different provider			
Start Date [For Deferral Requests]	**Intake Date:**		
Period [For Suspension Requests]	**From:**		
	To:		
End Date [For Withdrawal Requests]	**Course withdrawal Date:**		
New Provider Details [For Transfer of Provider Requests]	**Name of the Provider:**	**CRICOS #:**	
	Address:		
	Course:	**Intake Date:**	

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

Reason:	

(Use additional sheets if required)	

Student Declaration: I understand that:

- The application will be considered in accordance with NTCA's Deferral, Suspension, Withdrawal and Cancellation Policy & Procedures as well as Transfer Between Providers Policy & Procedures (as relevant).
- Submission of this application/ request does not imply automatic approval, and I will be notified of the decision by NTCA team within 10 working days.
- Where my request is approved:
  - NTCA is obligated to report this change to my enrolment to Department of Home affairs.
  - It may affect my student visa status.
  - It is my responsibility to seek advice from the Department of Home Affairs and ensure I continue to meet my visa conditions.
- I have attached all required supporting evidence, and I will notify NTCA in writing if my circumstances change.
- I have cleared all fees up to date as per the agreed payment plan with NTCA.
- Should my request be denied, I have 20 working days to appeal the decision as per the Feedback, Complaints and Appeals Policy and Procedures.

Signature		**Date:**	/ /

Section 5 – Admin Use Only
(Please ensure that all applications are to be processed within 10 days).

Finance

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

Finance Position		**Signature**	

Administration

In case of Transfer of Provider – Valid Course Offer received	☐ Yes	☐ No	**Date**	
Comments				

Approved	☐ Yes	☐ No	**Date**	
Updated PRISMS (including discharge of NTCA Obligations)	☐ Yes	☐ No	**Date**	
Release Issued (if Relevant)	☐ Yes	☐ No	**Date**	
Updated SMS	☐ Yes	☐ No	**Date**	
Formal Letter/Email Sent	☐ Yes	☐ No	**Date**	
Updated Direct debit System (if any)	☐ Yes	☐ No	**Date**	
Actions completed by			**Signature**	