



Australian College of Culinary and Management

ACCM

Australian College of Culinary and Management Pty Ltd. (ACCM)

RTO - 45886- CRICOS - 04038J

Course Deferment/Suspension/cancellation Request Form

With reference to the Standard 9 of NCP, Registered providers are able to Deferment/Suspension/cancellation the enrolment of an overseas student if there are compassionate or compelling circumstances.

INFORMATION TO NOTE:

- 1) Deferment/Suspension/cancellation will be approved only under compassionate and compelling circumstances.
- 2) Students must submit the evidence of compassionate and compelling circumstances together with this request form to support the claim.
- 3) If the student goes overseas or is returning to their home country during this time, confirmed air ticket should also be submitted with this request form.
- 4) Deferment/Suspension/cancellation may affect the course end date and future course(s) commencement date(s). This may lead you to apply for an extension of student visa to complete the course(s).
- 5) The units that you will miss during deferment are subject to availability. ACCM may or may not be able to offer these units upon your return and you may need to make other arrangements to complete them.
- 6) Please contact the Course Coordinator upon return to make arrangements for any missed units during deferment period.
- 7) You must complete the Course Resumption Form upon return to resume classes.
- 8) You can visit https://www.accm.vic.edu.au/files/ugd/6ba6c0_ea3ab21df3bf42328bc80f750f244f7c.

Student Details

Student Name		Student ID	
Current Course Name		Date of birth	
Course Start Date		Course End Date	
Deferment/Suspension/cancellation Start Date		Deferment/Suspension/cancellation End Date	
Reason for Deferment/Suspension/cancellation			
Student Signature		Date of request	

Office Use Only

What evidence provided? (list)			
Is the request of Deferment/Suspension/cancellation Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved By with date	
Deferment/Suspension/cancellation refused email sent to student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Refused by with date	
Deferment/Suspension/cancellation Start Date		Deferment/Suspension/cancellation End date	
The CoE is not revised, and the student has been given Catch up/special timetable or classes to complete the missed units: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>			
The CoE(s) have been revised: CoE Number-		Date:	
Processing Staff Signature		WISENET Updated Date	

Is the outcome communicated to the student by email with CoE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date of communication	
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