



Australian College of Culinary and Management

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/boarding pass 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 student support officer 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.pdf

STUDENT DETAILS:

Student ID : CNY3000 _____ Date of Birth: ____/____/____

Student Name: _____

Current Course Code: _____

Current Course Name: _____

Course Start Date: ____/____/____

Course End Date: ____/____/____

Deferment/Suspension/cancellation Start Date: ____/____/____

Deferment/Suspension/cancellation End Date : ____/____/____

Reason for Deferment/Suspension/cancellation:

Student Signature: _____

Date: ____/____/____

Office Use Only:

What evidence is provided:

Is the request of Deferment/Suspension/cancellation Approved? Yes No

Deferment/Suspension/cancellation refused email sent to student: Yes No

The CoE is not revised, and the student has been given Catch up/special timetable or classes to complete the missed units: Yes NA

Note If any:

The CoE(s) have been revised: Yes No

If yes, then New CoE start Date : ___/___/___

New CoE Finish Date : ___/___/___

WISNET Update : Yes No

Student Admin File Updated : Yes No

Is the outcome communicated to the student by email with CoE?

Yes No

Date : ___/___/___

Staff Name: _____

Staff Signature: _____