



APPLICATION FOR DEFERMENT/SUSPENSION/CANCELLATION/WITHDRAWAL

Student's Personal Details:

Full Name

Date of Birth

Course Code & Name

Address

Contact Number

Email Address

Please tick the reason for request:

- Medical grounds Exceptional reasons Change of mind Other

Please mention the reason in detail:

Note: International students must state the reason and provide documentation for deferring their studies as Riverdale Institute needs to give this information to the Department of Home Affairs.

Documents attached

- Medical certificate Travel documents Letters/emails Supporting certificates

Please tick the reason for request:

- Deferment Date from: _____ To date: _____
- Suspension Date from: _____ To date: _____
- Cancellation/withdrawal date effective from: _____

- Please note that in case of international students, the institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence has been attached. Students are advised to contact the Department of Home Affairs as it may affect your visa status.
- I have been advised of all the relevant consequences of my request.
- I have been advised of all the relevant information in relation to the request made on this form.
- I am aware of my appeal rights.
- I have been advised that the time for processing this application is 10 working days.

Student signature: _____ Date

Office Use Only:

Request Received	Signature: _____	Date: <input type="text"/>
Finance Approval	Signature: _____	Date: <input type="text"/>
Decision of Request (please tick)	<input type="radio"/> Granted	<input type="radio"/> Not-Granted
Processed By	Signature: _____	Date: <input type="text"/>