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

Course Deferment/Withdraw/Cancellation:

- Be aware of that as per Australian Government's ESOS National Code Standard 7, 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 MIHE.
- Each application will be assessed on its merits. For any refunds, please refer to fees and Refunds Policy.
- Your student visa may be affected, therefore you will need to liaise with the Department of Home Affairs for advice. Please refer to Your study situation has changed the information on the DHA website.

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.
- MIHE 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 MIHE was unable to offer a pre-requisite unit;

g) Inability to begin studying on the course commencement date due to delay in receiving a student visa.

h) Any other circumstances, that in the opinion of MIHE which may be considered as Compassionate and compelling circumstances.

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

MELBOURNE INSTITUTE OF HIGHER EDUCATION

Section 1 – Student 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			

Section 2 – Please select your reason for your application

☐ **Deferment** ☐ **Suspension** ☐ **Cancellation** ☐ **Withdrawal**

☐ Request 'Release', If the application is for cancellation/withdrawal and transfer to a different provider

Date effective from	/ /	Till:	/ /	(if applicable)

Section 3 – Reasons and Evidence

☐ 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
☐ Others, please specify in below section

Reason: (Use additional sheets if required)	

Student Declaration: I understand that:

- That the application will be considered in accordance with MIHE'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 MIHEin 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.

Signature		**Date:**	/ /

Section 5 – Staff Use Only

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

Deferments if any are to be completed within 28 days of the date of the deferment or suspension.

Approved by Admin	☐ Yes ☐ No	**Signature**	**Date:** / /

Any request based on academic reasons must be approved by the Associate Dean (Academic). This approval process ensures that all academic requests are carefully reviewed and considered by an authorized academic authority to maintain the integrity and quality of the institution's academic standards.

Approved by Admissions Manager	☐ Yes ☐ No	**Signature**	**Date:** / /
Approved by Accounts Department	☐ Yes ☐ No	**Signature**	**Date:** / /

Changed in SMS	☐ Yes	☐ No	**Date**	/ /
Changed in Prisms	☐ Yes	☐ No	**Date**	/ /
Formal Letter/Email Sent	☐ Yes	☐ No	**Date**	/ /