Australian College of Culinary and Management (ACCM)

RTO -45886-CRICOS-04038J

Course Deferment/Suspension Request Form

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

INFORMATION TO NOTE:

1) Deferment/Suspension 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 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 visit https://www.accm.vic.edu.au/_files/ugd/6ba6c0_ea3ab21df3bf42328bc80f750f244f7c.pdf

Student Details

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

Office Use Only

What evidence provided? (list)			
Is the Deferment Approved?	Yes ☐ No ☐	Approved By with date	
Deferment refused email sent to student?	Yes ☐ No ☐	Refused by with date	
Deferment Start Date		Deferment End date	
The COR is not revised and the student has been given Catch up/special timetable or classes to complete the missed units: Yes ☐ No ☐ NA ☐			
The COR(s) have been revised: COR Number Date: _____			
Processing Staff Signature		WISENET Updated Date	
Is the outcome communicated to? the student by email with COR?	Yes ☐ No ☐	Date of communication	