



## Richmond School of Business (RSB) Application for Deferment, Suspension and Cancellation of Studies Form

Please read the Overseas Student Deferment, Suspension and Cancellation of Study Policy and Procedure before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

Personal Details			
Student ID		Date of Application	
Name(s)		Date of Birth	
Phone		Email	
Address			
Course			
Start Date			
<i>If applicant/student change their address during the period of Deferment, Suspension and Cancellation, they must notify the RSB immediately.</i>			
Applying for			
<input type="checkbox"/> Deferment	<input type="checkbox"/> Suspension	<input type="checkbox"/> Cancellation	<input type="checkbox"/> Other
Reason for applying:			
Important Information			
<p>This form will be assessed once all documentation has been received. Richmond School of Business (RSB) may ask for more documentation if required. Deferment, suspension or cancellation of enrolment applications are usually processed within 10 working days.</p> <p>Deferment, suspension or cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Home Affairs (DHA) to seek advice on whether this will affect you. Students who have not yet commenced their studies will also need to contact DHA in case there is any effect on their student visa as a result of deferring your commencement date.</p>			
Signature		Date	

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<b>Office Use Only</b>			
Is this refund application approved?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments			
Actioned by		Position	
Signature		Date	
Electronic funds transfer date		Amount received	
Deduction		Amount refunded	