

Student Number: \_\_\_\_\_

Student Name: \_\_\_\_\_

Course Enrolled: \_\_\_\_\_

Date of Application: \_\_\_\_\_

☐ to DEFER my enrolment ☐ to SUSPEND my enrolment ☐ to CANCEL my enrolment ☐ for a letter of release  
(Tick the applicable)

If you wish to apply for a release letter, you must read Dalton College's Overseas Student Transfer Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer. Please attach any supporting documentation for your application, along with a valid offer letter from the new provider.

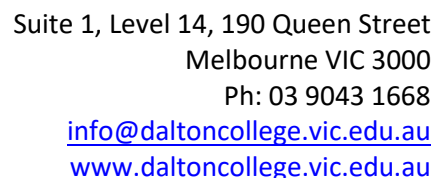
This application will be assessed once all documentation has been received. The College may ask for more documentation if it requires it. Applications are usually processed in 10 working days.

I am aware of the circumstances that deferral, suspension, or cancellation may have on my enrolment and the following is a brief summary of the reasons to support my application, in accordance with the requirements of the College's Policies and Procedures:

I am also aware that the decision to grant my deferral, suspension, or cancellation of enrolment may affect my Student visa. Where my application to defer, suspend or cancel my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs (DHA).

Student Signature		Date	Print Name
Approved/Not Approved:	Signature: _____	Position: _____	Date: _____
Updated on Prisms:	Signature: _____	Position: _____	Date: _____

Document name	Application to Defer, Suspend or Cancel Enrolment / For Release Letter	Author	Compliance Consultant	Approved by	CEO	Reference to SRT0	5.1	RTO Code	41340
Date Updated	November 2023	Date to be reviewed	November 2024			Version no	4.0	CRICOS Provider No.	03450E
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Dalton College may be required to provide personal information to designated authorities including the Australian Government as required by law. This may include, but is not limited to sharing information with the Department of Home Affairs (DHA); Department of Education (DOE); Australian Council for Private Education and Training (ACPET); the Tuition Assurance Scheme and ESOS Assurance Fund Manager; state and national regulatory bodies including Australian Skills Quality Authority (ASQA).

Personal information about international students may be shared with Dalton College representatives/agents in order to provide overseas students with services. This information includes personal contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of a student visa condition.

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