



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 their 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.
- This application will be processed within 10 working days

Student signature: _____

Date

Office Use Only:

Name of person receiving form _____

Signature: _____

Date:

Finance Approval

Signature: _____

Date:

Decision of Request (please tick)

Granted

Not-Granted

Name of person who processed

Signature: _____

Date:



Level 1, 120 Miller Street, West Melbourne, VIC 3003