



AUSTRALIAN
ACADEMY of
COMMERCE
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www.ausacademy.edu.au

DEFERMENT OR SUSPENSION REQUEST FORM

Please read the AAC Deferment, Suspension or Cancellation Policy and Procedure available on the AAC website before filling out this form to see if you meet the requirements to defer or suspend your studies. Also note that you may only defer your course to the next available course commencement date. Students must be aware that deferring, suspending or canceling their enrolment may affect their student visa.

This form must be submitted to the Student Services Officer (SSO) Email: sso@aac.nsw.edu.au

Student name: _____ Student ID: _____

Address in Australia: _____

Suburb: _____ State: _____ Postcode: _____

Contact number: _____

Email address: _____

Reason for deferment or suspension: Please state the reasons why you wish to defer or suspend your studies.

Start date: _____ Return date (if known): _____

Attachments: Please attach any relevant supporting documentation (i.e. medical certificate, death certificate, etc.). This application will be assessed once all documents have been submitted. The Australian Academy of Commerce requires the right to ask for any additional documentation if necessary. This application will be processed within 14 business days.

Applicant signature: _____ Date: _____

OFFICE USE ONLY

Received by: _____ Date: _____

☐ Approved Date of approval: _____ Approved by: _____

☐ Not approved Date of refusal: _____

Comments:



Australian Academy of Commerce Pty Ltd



Main Campus: Level 7, 11-17 York Street, Sydney NSW 2000



AAC Language Centre: Level 7, 11-17 York Street, Sydney NSW 2000



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DEFERMENT OR SUSPENSION OF STUDENT ENROLMENT

Students are able to defer or temporarily suspend their studies during their course only in certain circumstances, on the grounds of compassionate or compelling circumstances and following due processes. Compelling or compassionate circumstances may include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Serious illness or death of a family member necessitating a return to the student's home country;
- Serious injury;
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- A traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports);
- Where the registered provider was unable to offer a pre-requisite unit;
- Non availability of required subjects in a particular term;
- Inability to begin studying on the course commencement date due to not achieving the required entry English language level; or
- Inability to begin studying on the course commencement date due to delay in receiving a student visa; or
- Any behaviour identified as resulting in expelling students for serious breaches of discipline and visa obligations as well as failure to pay tuition fees on time.

Deferment

Students who want to defer the commencement of their studies must complete a request using this form and submit to the Student Services Officer (SSO), sso@aac.nsw.edu.au. Requests must specify the duration and reason for the deferral and include supporting evidence of compassionate or compelling circumstances. Deferment is generally limited to one study period, except in cases where compassionate circumstances justify an extended duration. For international students, if the deferment extends the course beyond the original CoE dates, PRISMS will cancel the original CoE and AAC will create a new CoE with a more appropriate end date (if known).

AAC will review applications for deferment within 10 business days.

Suspension

Students who want to request a temporary suspension of their studies must complete a request using this form and submit to the Student Services Officer (SSO), sso@aac.nsw.edu.au. Requests must specify the duration and reason for suspension and include supporting evidence of compassionate or compelling circumstances. Students are able to suspend their studies for a maximum period of 12 months. For international students, PRISMS will cancel the original CoE and AAC will create a new CoE with a more appropriate end date (if known). Long suspensions may lead to visa cancellations, as students must meet ongoing enrolment and attendance requirements to retain their visa. Students are responsible for contacting the Department of Home Affairs (DHA) to check whether their visa status remains valid.

Cancellation

Students wishing to cancel their enrolment must submit a written request to the Student Services Officer (SSO) and

Notifications and Appeals

Students will be notified in writing of any decision to defer, suspend or cancel their enrolment, including reasons and evidence.

Students have twenty (20) business days to access the AAC appeals process by submitting a written appeal under AAC's Complaints and Appeals Policy and Procedure.

AAC will not notify PRISMS of changes until the internal appeals process is completed.

Provider-Initiated Deferment, Suspension or Cancellation

Students may also have their enrolment deferred or suspended by AAC due to administrative or operational reasons, academic misconduct, general misconduct, poor attendance or poor progression, which can also be grounds for cancellation of studies. Before imposing the deferment or suspension students will receive a written notice detailing the reasons for suspension and their right to appeal. Suspensions are recorded in PRISMS for international students within fourteen (14) days. The Department of Home Affairs (DHA) will assess the situation and may cancel the student's visa if the suspension violates visa conditions. (e.g. not maintaining satisfactory attendance or academic progress). Visa holders may be required to provide evidence to justify their continuation in Australia (e.g. during an appeal or transferring to another course or provider).