

Withdrawal / Deferment / Suspension Form



Student Details

To be completed by student. Please return this form to Benchmark College.					
Qualification / Course Name:				Qualification / Course Code:	
Course Start Date:	___ / ___ / _____	Student ID: (College)			
USI Number:		Title:			
Surname:		Given Name:			
Middle Name:		Gender			
Date of Birth:	___ / ___ / _____	Email:			
Mobile Number:		Home Phone:			
Residential Address:					
Suburb:		State:		Postcode:	
Postal Address (if different from above)					
Suburb:		State		Postcode	

➤ **I am withdrawing / applying for deferment/ suspension** (please tick one from the list below)

<input type="checkbox"/> I am withdrawing prior to first class attendance or first visit/ participation in training <input type="checkbox"/> I am withdrawing after first class attendance or first visit/ participation in training Last day of attendance/visit ___ / ___ / _____ Please specify reason for withdrawal: _____
<input type="checkbox"/> I wish to defer/ suspend my studies from ___ / ___ / _____ to ___ / ___ / _____ (specify reason below) Please specify reason for deferment and attach documentary evidence that supports this application (please below for deferment eligibility): _____

<p>Deferment</p> <p>A deferment of enrolment may be granted in the following circumstances:</p> <ul style="list-style-type: none"> Extended hospitalisation or illness (minimum 2 weeks), resulting in extended absence from classes or training and assessment visits supported by a medical certificate. Pregnancy/Childbirth (other than in cases of medical complication covered by the above). Serious unexpected incidents that would disadvantage the student from continuing their enrolment.

<p>Student Declaration</p> <p>I state that all the information provided is true and correct.</p> <p>Signature: _____ Date: ___ / ___ / _____</p>
<p>Office Use Only:</p> <p>Date Received: _____</p> <p style="text-align: center;"> <input type="checkbox"/> Approved <input type="checkbox"/> Approval Not Granted </p> <p> <input type="checkbox"/> Original form filed in student's file <input type="checkbox"/> Copy of form provided to accounts <input type="checkbox"/> Details of refund entered into Vettrak where applicable </p>