



Application for Deferment and Cancellation of Enrolment

About this form

Please refer to the Ransford College International Student Handbook for detailed information about the procedures for applying for deferment or cancellation of enrolment.

Students who wish to defer or cancel their enrolment can apply to do so only if the course in which they are enrolled is unavailable, there is a visa delay, or there are compassionate or compelling circumstances. Such circumstances are generally beyond the control of the student and have an impact on the student's course progress or the student's well-being. These could include, but are not limited to, serious injury or illness (where a medical certificate states that the student was or will be unable to attend classes), bereavement of a close family member such as a parent or grandparent (death certificates should be supplied where possible), major political upheaval or a natural disaster in the home country requiring emergency travel that has affected the student's studies, or a traumatic experience such as involvement in or witnessing a serious crime, or being the victim of a serious crime.

Supporting documentation must be provided with an application for deferment or cancellation, such as medical certificates, police reports, psychologist's reports or other relevant evidence.

Deferment is the postponement of the commencement of a course. Cancellation is the cessation of enrolment in a course.

Under Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, deferring or cancelling your enrolment may affect your student visa, and any approved change will be recorded in PRISMS. All students considering an application should contact the Department of Home Affairs for further information about the impact on their visa.

Student details

Date		Student Number	
Student Name			
Unique Student Identifier (USI)			

Course in which you are enrolled

Course Code	
Course Name	

Please tick the appropriate box

☐ I wish to DEFER my enrolment	☐ I wish to CANCEL my enrolment
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If you wish to **defer** your enrolment, please enter your deferred start date here



RTO No: 45178 CRICOS No: 03614A

Deferred start date	
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If you wish to **cancel** your enrolment, please enter your cancellation date here

Cancellation date	
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Reasons for your application for deferment or cancellation. Please attach additional information and documentation as necessary.

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Student declaration

☐ I understand that deferring or cancelling my enrolment may affect my student visa, and I have been advised to seek advice from the Department of Home Affairs.

☐ I understand that this application, if approved, will be recorded and reported to the Australian Government via PRISMS.

Signature (Student)	
Date	

OFFICE USE ONLY

Application No.			
Approved	☐	Not approved	☐
Reasons for approval / rejection			
PRISMS updated (date):	Updated by:		
Signature (CEO / Delegate)			
Date			

Privacy notice

Ransford College collects your personal information on this form to assess and process your application, meet obligations under the 2025 Standards for Registered Training Organisations, the ESOS Act 2000 and the National Code 2018. Your information may be disclosed to the Student Identifiers Registrar, NCVER, ASQA, the Department of Education and, for overseas students, reported via PRISMS. Information is handled in accordance with the Privacy Act 1988 (Cth) and Ransford College's Privacy Policy, available on request.