

## ROYAL INTERNATIONAL COLLEGE

### ABOUT THIS FORM

This form is to be utilised for Deferment from studies, Suspension of Enrolment and Cancellation of Enrolment. Standard 9 of the National Code 2018 allows students to defer or suspend their studies on compelling and compassionate grounds, Misbehavior by the student, failure to pay the required fees to the College, not satisfactory attendance and course progress.

Students need to fill out this form and submit this form to the Student Support Officer with supporting documents. Academic Manager will review your request and may approve or cancel your request. The Administration team of (Institution name) will inform you the result of your request within 20 days of your application.

### STUDENT DETAILS

Full Name	
Student ID	
Date of Birth	
Email	
Phone	
Address	
Course Enrolled	

### STUDENT REQUEST FORM

<input type="checkbox"/> Deferment	Start Date:	End Date:
	Supporting Documents Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Suspension	Start Date:	End Date:
	Supporting Documents Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cancellation	Course End Date:	
	Supporting Documents Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

## ROYAL INTERNATIONAL COLLEGE

Student Name	Signature	Date

CEO / Academic Manager Action	
Action	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Reason for the Decision	
Signature of CEO / AM	
Date of Approval	

**Note:** All records relating to deferment, suspension, or cancellation applications and outcomes will be retained for a minimum of **2 years** in accordance with SRT0 2025 Clause 10(c). Note: All records relating to deferment, suspension, or cancellation applications and outcomes will be retained for a minimum of **2 years** in accordance with SRT0 2025 Clause 10(c).