



## Deferral, Suspension and Cancellation Form

### Instructions to applicants

Please type or use BLOCK LETTERS when completing this form. Return the completed form to:  
 Mars Institute – 5/200, Turner Street, Port Melbourne, VIC 3207. Telephone: +61 3 9645 2259  
 Email: [info@mars.edu.au](mailto:info@mars.edu.au) | Website: [www.mars.edu.au](http://www.mars.edu.au)

| Request Record                                       |  | Request                        | Student | Staff              |
|--|--|--------------------------------|---------|--------------------|
| Record No (Student Services / Administration Staff): |  | Deferral                       |         |                    |
| Date:  |  | Suspension                     |         |                    |
| Name of Student:                                     |  | Cancellation                   |         |                    |
| Course Name:   |  | Student ID:                    |         |                    |
| Mobile:  |  |                                |         |                    |
| Email Address:                                       |  |                                |         |                    |
| Deferral/Suspension (From Date):                     |  | Deferral/Suspension (To Date): |         | Cancellation Date: |
| <b>Section 1</b>                                     |  |                                |         |                    |

Reason: (Please provide a reason below & attach any supporting documentation and refer to the policy when lodging request):

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### Acknowledgement (Student Only)

I am aware that should the request to grant my deferral, suspension, or cancellation of enrolment be approved, then my student visa may be affected. Where I am not enrolled in any course for a period of more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs (DOHA) or [www.border.gov.au](http://www.border.gov.au).

I am also aware that should my request be denied, then I can appeal the decision in accordance with the Complaints and Appeals policy and process. (Source: <http://www.mars.edu.au/forms-and-policies/>)

| Student     |       | Staff       |       |
|-------------|-------|-------------|-------|
| Print Name: |       | Print Name: |       |
| Signature:  | Date: | Signature:  | Date: |



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## Office Use Only

**Section 2**

| Action to be taken: | Deferrral             | Suspension            | Cancellation          |
|---------------------|-----------------------|-----------------------|-----------------------|
| Granted             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Denied              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Comments:**

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**Logged by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_