

Withdrawal/Suspension/Deferment Form



**Skilled Up
Institute**
unfold your career
RTO Number: 40471 | CRICOS Code: 03666M

Student Name:		Student ID:	
Date of Request:		Course:	
Workplace (if trainee or apprentice):			
eCoE Suspension Start Date:		eCOE Suspension End Date	

Select one of below requests for the course you are enrolled in with Skilled Up Pty Ltd with following reasons:

☐ Withdrawal
☐ Suspension/ Deferment
 Reason:
☐ Student Visa ☐ Other Compassion and Complaining issues (international student)
☐ Non – Commencement ☐ Other (for domestic Student)
 Please provide the detail of your withdrawal/suspension/deferment:

Have your contact details changed since you last advised us of them? ☐ Yes ☐ No If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	

Student	Supported Documents Submitted
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☐ **Declaration:** The information provided is true and complete. That you accept that the course structure of the deferred course may change. That you accept that where your deferment results in commencement of studies in a new study intake, the fees for the course may be increased and you understand the implications for your student visa. That you have attached all required supporting documents

Signed:		Air Ticket	☐
Printed Name:		Medical	☐
Date:		Other (Please Document details Provided)	

Trainees and apprentices: You may need to also complete a traineeship/apprenticeship cancellation form to cancel the agreement with the state training authority.

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn or suspended.

Once your withdrawal/suspension has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by Skilled Up unless specifically requested. If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees, Charges and Refund Policy for complete details. If you are overseas student on student visa, your eCoE will be cancelled after receiving this form within 48 hours. **Note:** The withdrawal or suspension may impact on your duration of eCoE, you may need to extend your student visa. For more detail please refer to department of home affairs (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>).

For domestic students under Skills First program, withdrawal/suspension/deferment of this course may impact on your ability to access future government subsidised training.

Note: Please complete and return to Skilled up office through email: admissions@skilledup.edu.au or post to Skilled up Pty Ltd. 541 King St Melbourne VIC 3003.