



## DSCW FORM

**STUDENT TO COMPLETE.** Please read and complete all the required fields on this page.

<b>STUDENT NAME:</b>		<b>STUDENT ID:</b>	
<b>MOBILE:</b>		<b>DATE:</b>	
<b>COURSE:</b>		<b>INTAKE:</b>	
<b>EMAIL:</b>			

### 1. What is a DSCW form?

The below definition acts as a guideline to student who wishes to apply for a deferral, suspension or withdrawal of their course. We highly advise a student to seek advice from their migration agent and/or the student support prior application:

- 1.1 Deferral means to delay a course in which a student has been enrolled into, but which has not yet commenced to another commencement date.
- 1.2 Suspension means to temporarily delay the enrolment of a course which has already commenced to a future date.
- 1.3 Cancellation refers to the cancellation of one or more courses in which a student has enrolled into. This can be only initiated by GCA.
- 1.4 Withdrawal means that a student wishes to withdraw from a commenced course and:
  - 1.41 To be transferred into another course in GCA or
  - 1.42 To be transferred with another course provider or to stop any further study.

A student may also withdraw from a course in which they have enrolled into but has not yet commenced.

### 2. How to apply?

A student who wishes to start the process for a deferral, suspension, cancellation and/or withdrawal of their course, must:

- 2.1 Contact student support who will provide you will all relevant information and/or documents.
- 2.2 Complete the (DSCW) application form by ensuring all data provided are accurate and true.
- 2.3 Attached all supporting document to their application (evidence) and submit to student support in person or where the student is unable to travel to college, via email. All applications received, will be processed by student support post management review on a case-by-case basis and the student will be notified of the outcome by email within 20 working days of application. The student can appeal any unsuccessful application as per GCA complaints and appeal policy.

**STUDENT TO COMPLETE.** Please select, tick the most relevant box/es and complete all the appropriate fields on this page.

**1. DEFERRAL**  
 I wish to defer my course in which I am enrolled into and which has not yet commenced. I have attached all my supporting document to this application which I certify are true and accurate.

Course commencement date:	
Proposed new course commencement date:	

**2. SUSPENSION**  
 I wish to suspend from my current course in which I am enrolled into and which has already commenced. I have attached all my supporting document to this application which I certify are true and accurate.

Current course commencement date:	
Proposed new course commencement date:	

**3. CHANGE OF CLASS DAYS.** I would like change my class days. **REASON:** \_\_\_\_\_

Current class days:	Preferred class days:
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**4. WITHDRAWAL**

I wish to withdraw:

**1.1** From my current course and transfer to a different course in GCA.

Proposed withdrawal date from current course:

Proposed new course and commencement date:

**1.2** From my current course and transfer to another Registered Training Provider. I have attached the signed letter of offer from my new training provider and any other relevant supporting document, if any.

Proposed withdrawal date from current course:

New Registered Training Provider name & RTO code:

**1.3** From my current course in GCA and cease my study in Australia as I need to travel back home for a duration of more than 6 months.

Proposed withdrawal date from current course:

**1.4** From my current course in which I am enrolled into, but which has not yet commenced.

Current course:

Proposed withdrawal date from current course:

**1.5** From my current course as I am not required to be enrolled in a registered course under my new visa.

Current course:

Proposed withdrawal date from current course:

**STUDENT TO COMPLETE.**

Please briefly elaborate why you wish to withdraw from, suspend or defer your course in the space provided below.

**ATTENTION:** To Management,

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I declare that all information given by myself in this document are true and accurate. I understand that deliberate provision of false information may lead to academic sanctions post investigation.

**STUDENT SIGNATURE:**

**DATE:**



**MANAGEMENT USE ONLY**

The Principal Executive Officer to make judgment on the DSCW outcome:

The DSCW request has been deemed as: **SUCCESSFUL**  or **NOT SUCCESSFUL**

Whether DSCW outcome has been influenced by: **COMPASSIONATE REASON**  and/or **COMPELLING CIRCUMSTANCE**

Details of compassionate reason/s and/or compelling circumstance/s: (If any)


Course of action to be taken (If any):


<b>JAMES RAYNE</b> <b>PRINCIPAL EXECUTIVE OFFICER</b>	SIGNATURE	<b>DATE:</b>	
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**ADMINISTRATIVE USE ONLY**

VETTRAK has been updated: YES  or NO  Student personal file has been updated: YES  or NO

Student has been notified: YES  or NO  Date this form has been fully processed: