



## Request for Deferment/Suspension, Course Extension and Change of Course

Students are to complete this form when applying to **defer/suspend, change of intake or extend their enrolment (GO TO PART A)** or **internally change between courses** at Melbourne Education Institute (**GO TO PART B**). Students are to access the Melbourne Education Institute Deferral, Suspension policy and procedure prior to submitting this form. This form should be submitted to [admin@mei.edu.au](mailto:admin@mei.edu.au) or handed in at reception.

### 1. PLEASE SELECT A REQUEST:

- ☐ Deferment/suspension, and Course extension, please go to **PART A**.
- ☐ Change course, please go to **PART B**.

### 2. PERSONAL DETAILS

Student ID:		Date of Birth:	
Family Name:		Given Name:	
Mobile:		Email:	

#### PART A: DEFERMENT/SUSPENSION AND EXTENSION REQUEST

Please fill this section for deferment/suspension and course extension requests. For international students, please note that once your request is approved, you will be issued a new eCoE according to your enrolment change. No new letter of offer will be issued.

Have you commenced the course? ☐ Yes ☐ No

Please select the course you request to change:

Tick	Course Code	Course name	Tick	Course Code	Course name
<input type="checkbox"/>	Non AQF	General English I	<input type="checkbox"/>	BSB40520	Certificate IV in Leadership and Management
<input type="checkbox"/>	Non AQF	General English II	<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management
<input type="checkbox"/>	Non AQF	General English III	<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership and Management
<input type="checkbox"/>	Non AQF	General English IV	<input type="checkbox"/>	BSB40420	Certificate IV in Human Resource Management
<input type="checkbox"/>	Non AQF	General English V	<input type="checkbox"/>	BSB50320	Diploma of Human Resource Management
<input type="checkbox"/>	Non AQF	English for Academic Purposes I	<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)
<input type="checkbox"/>	Non AQF	English for Academic Purposes II	<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction Design
<input type="checkbox"/>	Non AQF	English for Academic Purposes III	<input type="checkbox"/>	CPC30220	Certificate III in Carpentry

Please tick a request:

☐ Deferment or intake change

New start date

☐ Suspension

Start date

Finish date



<input type="checkbox"/> Course Extension	Start date		Finish date	
---	------------	--	-------------	--

**Please tick the reason/s for your request:**

- |  |   |
|--|---|
| <input type="checkbox"/> Student Visa refusal                                      | <input type="checkbox"/> Misbehaviors by the student                  |
| <input type="checkbox"/> Failure to meet the entry requirement                     | <input type="checkbox"/> Breach of course progress requirements       |
| <input type="checkbox"/> Death of a close family member                            | <input type="checkbox"/> Medical Reason/s                             |
| <input type="checkbox"/> Major political upheaval                                  | <input type="checkbox"/> Non-payment of tuition fees                  |
| <input type="checkbox"/> Natural disaster  | <input type="checkbox"/> Family/Personal/Financial Reasons            |
| <input type="checkbox"/> Course cancelled or rescheduled by MEI (provider default) | <input type="checkbox"/> MEI was unable to offer a pre-requisite unit |

### PART B: CHANGE OF COURSE REQUEST

Please fill this section for a course change request. For international students, please note that we will issue a new letter of offer for your new courses and once you have accepted the offer, new eCoE/s will be issued. The eCoE/s for the course you intend to replace will be cancelled.

**Have you commenced the course?** ☐ Yes ☐ No

Please tick the course you are enrolled in/the course to be replaced			Tick the course you want to enrol			
Tick	Course Code	Course name	Tick	Course Code	Course name	Preferred intake date
	Non AQF	General English I		Non AQF	General English I	
	Non AQF	General English II		Non AQF	General English II	
	Non AQF	General English III		Non AQF	General English III	
	Non AQF	General English IV		Non AQF	General English IV	
	Non AQF	General English V		Non AQF	General English V	
	Non AQF	English for Academic Purposes I		Non AQF	English for Academic Purposes I	
	Non AQF	English for Academic Purposes II		Non AQF	English for Academic Purposes II	
	Non AQF	English for Academic Purposes III		Non AQF	English for Academic Purposes III	
	BSB40520	Certificate IV in Leadership and Management		BSB40520	Certificate IV in Leadership and Management	
	BSB50420	Diploma of Leadership and Management		BSB50420	Diploma of Leadership and Management	
	BSB60420	Advanced Diploma of Leadership and Management		BSB60420	Advanced Diploma of Leadership and Management	
	BSB40420	Certificate IV in Human Resource Management		BSB40420	Certificate IV in Human Resource Management	
	BSB50320	Diploma of Human Resource Management		BSB50320	Diploma of Human Resource Management	
	BSB80120	Graduate Diploma of Management (Learning)		BSB80120	Graduate Diploma of Management (Learning)	
	RII60520	Advanced Diploma of Civil Construction Design		RII60520	Advanced Diploma of Civil Construction Design	
	CPC30220	Certificate III in Carpentry		CPC30220	Certificate III in Carpentry	

**Reason/s for the course/s change:**



Under National Code 2018 Standard 8, Melbourne Education Institute may extend the duration of the student's course only in the following circumstances:

- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend the class) and a deferment or suspension of study has been granted; or
- In compassionate circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required), a deferment or suspension of study has been granted.
- Where the Institute is unable to offer a key or prerequisite unit at the time it is required, and a deferment or suspension of study has been granted.
- Where the Institute is implementing an intervention strategy for students at risk of not making satisfactory course progress.
- Where the Institute has approved the deferral of commencement of studies or the suspension of study.
- When students are transitioned to new training packages, the transition and teach-out periods result in an extension of course duration.

*NB: Any extension granted to the original period of study must be reported via PRISMS and if necessary, a new CoE will be issued within 31 days of the student's request. Any request to extend the course duration that is made more than 2 months after the course end date has passed will be refused and treated as a new application for enrolment. Due to students being expected to complete the course within the duration specified in their CoE, any extension of the course after the course end date will incur a fee of \$250 per week.*

*For the course package, if the duration of the first course is extended, the start dates and end dates of subsequent courses are subject to change accordingly.*

### 3. STUDENT DECLARATION

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I have read and fully understand MEI Deferral, Suspension and Cancellation Policy.
- I authorise Melbourne Education Institute to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the assessment of my application or a withdrawal of the offer of a place.
- I understand that the course delivery, timetable, training plan & duration may be affected & the flexibility of the timetable may not be available. I also accept that amending or changing Confirmation of Enrolment (COE) might incur a fee
- I declare that I have read MEI's student prospectus, and marketing material, and received full information from MEI's before making the decision to change the course enrolment. I agree to abide by the above terms & conditions. The information and documents provided by me are true and correct in all respects.
- I understand that I can complete an internal appeal process in accordance with Melbourne Education Institute Complaint and Appeal available on the Institute website: [www.mei.edu.au](http://www.mei.edu.au)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



OFFICE USE ONLY							
Application received by	Staff name		Signature		Date		
Finance Check							
Outstanding fees \$	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff name		Signature		Date	
Deferment/Suspension Approval		<input type="checkbox"/> Granted	<input type="checkbox"/> Declined	<input type="checkbox"/> Further information requested			
Extension Approval		<input type="checkbox"/> Granted	<input type="checkbox"/> Declined	<input type="checkbox"/> Further information requested			
Change of Course/s Approval		<input type="checkbox"/> Granted	<input type="checkbox"/> Declined	<input type="checkbox"/> Further information requested			
Reason for decline or details of further information requested:							
Approved by		Staff name		Signature		Date	
Application processed by <i>PRISMS and SMS updated, and the student informed of the outcome of the application</i>		Staff name		Signature		Date	