

Kindly fill out this form and send it to the Student Support Department, either by email: studentservices@pioneercollege.edu.au or by handing in a physical copy at the front desk.

Upon receipt, all applications require a minimum of 3-5 business days to process. However, processing times may be extended depending on request complexity, volume, or institutional constraints. **Urgent requests are not guaranteed expedited processing and will be reviewed at the discretion of the relevant department.**

1. STUDENT DETAILS			
Student Full Name:		Student ID:	
Email Address:		Contact No.:	
Enrolled Course Code and Course Title:			

2. APPLICATION DETAILS <i>(Please tick one option below and fill in the relevant details)</i>			
☐ I wish to Defer the current enrolment to a later course date. <i>Please fill: Initial Start Date, Desired Start Date, Reason for Application and include Supporting Documents.</i>			
☐ I wish to Suspend the current enrolment to a later course date. <i>Please fill: Initial Start Date, Desired Start Date, Reason for Application and include Supporting Documents.</i>			
☐ I wish to Transfer to another course. <i>Please fill: Initial Course, Desired Course, Reason for Application and include Supporting Documents.</i>			
☐ I wish to Withdraw from my current course. <i>Please fill: Reason for Application and include Supporting Documents.</i>			
Initial Start Date:		Desired Start Date:	
Initial Course:			
Desired Course:			
Reason for Application:			

3. TERMS AND CONDITIONS	
The following conditions apply to the assessment and processing of this application: - All applications MUST include supporting documents. Incomplete or unsupported applications may be delayed or declined. - Approval is granted only for compelling and compassionate circumstances, such as verified medical emergencies or genuine visa-related issues that are beyond the student's control. - Students are responsible for maintaining compliance with their visa conditions during any changes to their enrolment. - Any change of course is subject to course availability and additional fees may be incurred. - Deferrals are only applicable at least one week before course commencement. - Suspensions are only applicable after course commencement. Where student's do not agree with the outcome of the decision by Pioneer, they can appeal the decision by filing a 'Complaints and Appeals' Form.	

4. STUDENT DECLARATION

- I acknowledge the details and supporting documents I provided above are correct and genuine.
- I acknowledge that this application is subject to college approval and is not automatically granted.
- I understand and am aware that this application may affect my enrolment and visa status.
- I confirm that I have read and understood the Terms and Conditions.

Student's Signature:

Date:

5. FOR OFFICE USE ONLY

Processed by:

Office Signature:

Date Received:

Date Processed:

Reason for Outcome:

Application Outcome:

☐ APPROVED

☐ DECLINED

☐ Updated on aXcelerate

☐ Student notified via E-mail