

## APPLICATION FOR DEFERRING, SUSPENDING OR LEAVE

Form Received by \_\_\_\_\_

Date \_\_\_\_\_

### Student Information

First Name	Student ID	Course
Middle/Last Name	Last Name	

### What are your contact details while you are away?

Building/Property Name	Flat/Unit Details	Street Number	Postcode
Suburb, Locality or Town	State/Territory	Country	
Email	Mobile		

### Request Detail

Reason			
I would like to apply for suspension/leave from _____	to	_____	(leave can only be approved up to 2 weeks)
I would like to defer my course to the next intake _____		_____	(Intake Date)
Evidence provided	Flight Ticket	Medical Certificate	Other
Have you understood our deferring, suspending or leave policy?	Yes	No	

### Student Declaration *(please read and sign below)*

I am fully aware that the DIPB will be informed of this variation and that it may affect my student visa. I understand and agree that:

1. I must provide additional evidences prior to approval of the application as requested by the college.
2. My tuition fee schedule will not change due to approved application and I will pay on or before the due date.
3. My enrolment may be cancelled if I fail to resume studies by the approved leave end date unless further extensions are approved.
4. My enrolment may be cancelled if I provide false or misleading information with regards to my deferral /approved leave.
5. I must withdraw my enrolment if my leave period (and subsequent extensions) is for more than 6 months.
6. I must leave Australia if my suspension is for more than 28 days unless unfit to travel as evidenced by a doctor's certificate.

*All due fees and admin fee \$250 must be paid and library books must be returned before application approved.*

Student Signature	Date	Academic Manager Signature	Date	<b>APPROVED</b>
				<b>NOT APPROVED</b>

#### OFFICE USE ONLY

APPROVED DEFERMENT	APPROVED SUSPENSION/LEAVE	APPLICATION NOT APPROVED
Admin Fees	Suspend course in RTO Manager and update Defer Log	Send refusal letter
Complete course variation in PRISMS	Extend COE if required	
Create new CoE	Letter sent to resume studies	
Change course duration in RTO Manager and Defer Log	This form is scanned and saved in the student folder.	
Received new signed enrolment agreement	Staff Signature	Date
New payment schedule issued		