GEORGE BROWN COLLEGE

Shape your future

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 _____

☐ 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

Legal Guardian/Eligible Relative Declaration

I declare that Student named above and below

_____who is under my legal custody, requires a suspension/leave/deferment due to the reasons stated above. I acknowledge that I have been provided with sufficient information that allows me and the student _____to make an informed decision to request for a suspension/leave/deferment in the course the student is enrolled in.

I understand that myself as a legal guardian and the student _____ understand the following points (1 – 6) below, and the student can make an appointment with George Brown College Support Team in order to seek further advice if they require to do so.

Student's legal Guardian's/Eligible relative name:

Signature:

Date:

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Student Declaration *(please read and sign below)*

I am fully aware that the DHA 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 an admin fee $250 must be paid and library books must be returned before application approved.

Student Signature	Date	Academic Manager Signature	Date	☐ APPROVED ☐ NOT APPROVED

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.		
☐ New payment schedule issued.		

Staff Signature _____ Date _____

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