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 ☐ Others

Have you understood our deferring, suspending or leave policy? ☐ Yes ☐ No

Legal Guardian/Eligible Relative Declaration

I declare that Student named above 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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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 with that:

1. I must provide additional evidence 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 of $250 must be paid and library books must be returned before application is approved.

Student Signature: _____ Date: .../ .../ .....

Academic Manager Signature: _____ Date: .../ .../ .....

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