

SUSPENSION APPLICATION FORM

About this form

This form is to be used when making an application to suspend your enrolment on the grounds of compassionate or compelling circumstances.

Suspension of the studies refers to students placing the course on hold temporarily after the commencement of a course. A Suspension is not a Deferral. Deferring the studies means that the students are requesting to postpone the commencement of a course. If you have not yet commenced your course and wish to defer your course start date, you will be required to complete *Deferral Application Form*.

Student details

Given name/s	
Surname	
Phone number/s	
Email address	

Reason for suspension

Please briefly describe the reason you have decided to suspend your studies. Attach all supporting documentation to accompany your request for suspension (Please note the College may request further documents if evidence provided is insufficient). *

<input type="checkbox"/> Leave of Absence <i>No more than 3 weeks</i>	From ____/____/____ to ____/____/____ (DD/MM/YYYY) I will arrange with my teachers to catchup on any assessments and classes that I will miss during this period (if applicable to period of absence). My Confirmation of Enrolment (CoE) is not going to be changed.
<input type="checkbox"/> Suspension <i>More than 3 weeks</i>	From ____/____/____ to ____/____/____ (DD/MM/YYYY) I understand that this application may impact my CoE.

Disclaimer

<input type="checkbox"/> I understand that this application may impact my CoE. <input type="checkbox"/> I understand that changes on my CoE will be reported to the Department of Home Affairs. <input type="checkbox"/> I am informed to seek advice from Immigration on the potential impact on my student visa if necessary.	
Name	
Signature	
Date	

Office Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Refused	
Reasons for approving or refusing the request:	
Actioned on:	
Student advised on:	
<input type="checkbox"/> If application is approved, DET has been notified via PRISMS <input type="checkbox"/> Updated RTO Manager with any changes to enrolment	
RTO Manager Signature	Date
Accountant Signature	Date
PRISMS Officer Signature	Date
Admissions Officer Signature	Date