

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). *

☐ Leave of Absence <i>No more than 3 weeks</i>	From _____ to _____ (DD/MM/YYYY) I will arrange with my teachers to catchup on my 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.
☐ Suspension <i>More than 3 weeks</i>	From _____ to _____ (DD/MM/YYYY) I understand that this application may impact my CoE.

Disclaimer

☐ I understand that this application may impact my Confirmation of Enrolment. ☐ I understand that changes on my CoE will be reported to the Department of Home Affairs. ☐ I am informed to seek advice from Immigration on the potential impact on my student visa if necessary.	
Name	
Signature	
Date	

Office Use Only

☐ Approved ☐ Refused		
Reasons for approving or refusing the request: 		
Actioned on:		
Student advised on:		
☐ If application is approved, DET has been notified via PRISMS ☐ Updated AXcelerate with any changes to enrolment		
RTO Manager Signature		Date
Accountant Signature		Date
PRISMS Officer Signature		Date
Admissions Officer Signature		Date