



**Deferment** enables students who have gained entry to our course, but who have not yet commenced study, to delay starting the course.  
**Suspension** enables students who have commenced studies with our college to suspend their studies on limited grounds

**Personal Details**

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Student ID:	Date of Birth: / /	<input type="checkbox"/> Male <input type="checkbox"/> Female
Given Name:		Family Name:	
Address:			
Email address:		Contact Number:	
Course:			

**Extension / Deferment / Suspension Request**

Please select your reason for your application for leave absence (or attach letter)

Deferment       Suspension       Extension

Start Date of Leave of Absence:	End Date of leave of Absence:
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Please select your reason for requesting to defer your studies

- Sickness      Please attach a letter from a registered Medical Practitioner.
- Family Emergency      Please attach evidence of Deferment / Suspension Reason.
- Compassionate Grounds      Please attach appropriate evidence.

Details: \_\_\_\_\_

**Student Declaration**

I understand that:

- That this is a request for leave of absence and that the application will be considered in accordance with the College's Deferment, Suspension or Cancellation Policy
- I will be informed of the outcome of this request including the reasons for the outcome
- I understand the implications for my student visa
- I have attached all required supporting documentation
- I will notify the Institute in writing if my circumstances change and/or I will not be recommencing my studies immediately following the period of approved leave at least 28 days before the approved end date of Leave of Absence.
- The Leave of Absence applied for does NOT exceed one semester.
- My Deferment / Suspension will be reported to DIAC as per Government Policy. This can affect my student visa and I am aware I need to contact DIAC on 131881 if I need more information on this.

Signature \_\_\_\_\_ Date \_\_\_\_\_

• **NOTE:** DIAC has discretionary power to cancel a Student visa where we defer or suspend the studies of a Student visa holder because of the student's conduct or our approval is based on fraudulent /misleading evidence relating to the deferral.

**Office Use Only**

Date Received: / /      Approved:  Yes  No

Reason / Comments: \_\_\_\_\_

If Yes – Period Deferment / Suspension granted: / / to / /

RTO Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Updated       DIAC Advised       Student name removed from Roll