



**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

## A. Personal Details

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

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

Deferment       Suspension       Cancellation

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 for course cancellation reason.

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

## C. 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 DIBP as per Government Policy. This can affect my student visa and I am aware I need to contact DIBP on 131881 if I need more information on this.

Signature	Date
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- **NOTE:** DIBP 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: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Reason / Comments: \_\_\_\_\_

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

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

Administration Updated       DIAC Advised       Student name removed from Roll

## Document Control

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