

## DEFERMENT OR SUSPENSION OF STUDIES FORM

*Please read the deferring, suspending and cancelling enrolment policy and procedure*

<b>Student Name</b>		<b>Student Number</b>	
<b>Current address</b>		<b>Current contact details</b>	<b>Home:</b>
			<b>Mobile:</b>
<b>Email</b>			
<b>Emergency Contact Name &amp; Number</b>	We need these details in case if we are unable to contact you during suspension		
<b>Course Enrolled Currently</b>			
<b>Defer/Suspend</b>	<input type="checkbox"/> Defer my course to next available intake <input type="checkbox"/> Suspend my current course from ..... to .....		
<b>Reason for deferral/suspension</b>			
<b>Supporting evidence</b>	<input type="checkbox"/> Medical certificates <input type="checkbox"/> flight ticket <input type="checkbox"/> visa delay evidence <input type="checkbox"/> other, please specify		

### Student Declaration

I was informed by Student Support Officer of the course deferral and suspension policy. I understand and agree to conditions of this policy. I am fully aware that this variation will be informed to the Immigration department and may affect my student visa.

I understand and agree that:

1. I must provide supporting evidence to justify my reasons for deferral/suspension.
2. I must settle my tuition fees before suspension if the payment due occurs during the suspension period.
3. I will inform the Student Support Officer if I have to extend my suspension or resuming early
4. My enrolment may be cancelled if I fail to resume studies immediately after the suspension end date
5. My enrolment may be cancelled if I provide false or misleading information

The Immigration department has the discretionary power to cancel the student visa if gain approval of deferral/suspension using false or misleading information/evidence.

My request for deferral and suspension will be informed to the Secretary of the Department of Education and my student visa may be affected as a result.

**Student Signature**..... **Date:** ...../..... /.....



**Office Use Only**

<input type="checkbox"/> Approved	<input type="checkbox"/> Attached appropriate evidence	<input type="checkbox"/> Not approved
<input type="checkbox"/> Current course finish date effected	<input type="checkbox"/> Yes Current course new finish date..... <input type="checkbox"/> No	<input type="checkbox"/> Inform student
<input type="checkbox"/> Future course dates effected	<input type="checkbox"/> Yes new dates..... <input type="checkbox"/> No	
<input type="checkbox"/> Added defer record and changed course dates in RTO Manager – processed by.....		
<input type="checkbox"/> Student payments settled – Processed by.....		
<input type="checkbox"/> Updated SCV in PRISMS – Processed by.....		

Comments