



DEFERMENT AND SUSPENSION APPLICATION FORM

GENERAL INFORMATION

1. Intermission of studies can only be approved on the grounds of illness, injury, or compelling personal circumstances and for maximum of 1 academic term.
2. Students must apply deferment/suspension of studies prior the term starts.
3. Suspension requests will be required to pay the coming term tuition fees.
4. Supporting evidence must be submitted along with this application.
5. Suspension of Studies, students returning to study after an approved period of leave must contact Administration Office to confirm their re-enrolment on the return date.
6. Students must complete this form and submitted it along with the supporting documents (The deferment and suspension requests will not be assessed if documents are in-completed).
7. If complete document is received, the processing time frame is a minimum of 10 working days

Please note: Deferring or suspending from an enrolment may affect the student visa granted. LHI will notify the Department of Education and Training, and Department of Home Affairs via PRISMS as required under the ESOS Act 2000.

STUDENT PERSONAL INFORMATION

Student Full Name:	
Student ID Number:	
Email Address:	
Contact Number:	
Course Enrolled:	
Course Commencement date:	Course Completion Date:

Are you leaving Australia? Yes No If YES, please attach a copy of your travel itinerary to this application and complete the oversea contact details below as per DOHA requirements

Unit/House:	Street Name:
Suburb/District:	State/City:
Country:	Overseas Contact Number:

Please tick one of the following options below to indicate the type of enrolment status required for processing deferment or suspension from studies

<input type="checkbox"/> Deferral of Course: Prior to course commences Deferment Fee \$150	Defer from Date:	To Date:
<input type="checkbox"/> Suspension of Course: During the current enrolment Suspension Fee \$150	Suspend from Date:	To Date:



Please tick one of the following options to indicate the reason for deferring or suspending your course

- Serious illness or injury, where a medical certificate states that you are unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Delay in visa grant
- Misbehaviour
- Other reason for my request: _____

Are you planning to do “catch up” classes to compensate the time lost during the suspension?

- Yes No (If yes, please see Course Coordinator to revise your study plan and a copy must be attached)

VISA INFORMATION

This written application must include supporting documentary evidence to be assessed and approved by authorised officers (Principal Executive Officer or Director) including (where appropriate):

Death Certificate, Marriage Certificate, Police Report, Medical Certificate, Travel Itinerary or a Statutory Declaration where evidence is unavailable.

The process of deferring and suspending an enrolment may affect your student visa. If you have any enquiries, you should visit the DOHA website www.homeaffairs.gov.au or call the DOHA helpline on 131 881 or contact your local DOHA office for advice to prevent an unsatisfactory visa outcome.

If you return prior to the deferment or suspension stated date or expected date, you must notify Le Culinaire Hospitality Institute as soon as possible.

STUDENT DECLARATION

I declare that the information provided above is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application. I am aware that the decision to grant my deferral or suspension of enrolment may affect my Student Visa. I authorise Le Culinaire Hospitality Institute to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment. Where my application to defer or suspend my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs (DOHA). I am responsible for contacting DOHA to clarify my Visa status.

Student's Signature: _____ Date: _____



OFFICE USE ONLY

This application has been assessed and approved OR rejected

Position:

Print Name:

Signature:

Date:

Comments:

Study Plan Reviewed by:

Study Plan on Student File: YES or NO

Date of Action:

Finance Reviewed by:

Date of Review:

Evidence Attached Reviewed by:

Date of Review:

PRISMS Action by:

Processed Copy on Student File: YES or NO

Date of Action:

SMS Review by:

Date of Review:

