

## **DEFERMENT AND SUSPENSION APPLICATION FORM**

### **(Continuing students)**

#### **INFORMATION FOR STUDENTS**

Please read the information below before completing the form.

#### **GENERAL INFORMATION**

1. Intermission of studies can only be approved on the grounds of illness, injury, or compelling personal reasons and for a maximum of one semester. Extensions beyond this time are only granted in exceptional circumstances.
2. Once a semester has commenced, students requesting suspensions will be required to pay any remaining tuition balance for the semester they are currently enrolled in. Students will also have to pay an extra 2 subjects, at the time of the suspension request, which will be credited towards the following semester.
3. Students returning to study after an approved period of leave should contact Student Services to confirm their re- enrolment no later than two weeks before commencement of the study period.
4. Students should complete this form and return it to Student Services along with any relevant supporting evidence.

#### **INTERNATIONAL STUDENTS**

**Please note: Intermitting, suspending, or discontinuing from an enrolment may affect the student visa granted. The Institute will notify the Department of Education and Training via PRISMS as required under the ESOS Act 2000.**

1. To comply with visa conditions, international students must:

- a. maintains a valid visa
- b. completes their course by the expected completion date as specified on the eCoE
- c. provides the Institute with address details within seven days of arrival or address change
- d. maintains a full-time study load
- e. does not exceed the maximum number of hours allowed to work on the student visa
- f. maintains Overseas Student Health Cover or equivalent

2. Legislation relating to International Students visas states that when on intermission a student must return to their home country within 28 days of the intermission being granted.

Students may be required to provide additional information as part of the approval process.

3. Refer to the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure for further information in the student handbook.

**Details**

<b>Title:</b>	Mr	Miss	Mrs	Other: (please specify)
<b>Family Name:</b>				
<b>First Name:</b>				
<b>Date of birth (dd/mm/yy):</b>				
<b>Student ID:</b>				
<b>Phone:</b>				
<b>Email:</b>				
<b>Full address:</b>				

<b>Course Enrolled In</b>	
<b>Please Tick</b>	<input type="checkbox"/> SIT20322 Certificate II in Hospitality <input type="checkbox"/> SIT20421 Certificate II in Cookery <input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management <input type="checkbox"/> SIT31021 Certificate III in Patisserie <input type="checkbox"/> SIT40721 Certificate IV in Patisserie <input type="checkbox"/> SIT50422 Diploma of Hospitality Management <input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management

<b>Deferral/Suspension Details</b>		
I wish to defer/suspend unit (code and Name)	Start Date	End Date
1.		
2.		
3.		
4.		
5.		
<b>I wish to intermit my studies from date:</b>		
<b>Returning in study period:</b>	<b>Return Date:</b>	

<b>Reason for deferral/suspension (please tick)</b>	<input type="radio"/> Medical <input type="radio"/> Overseas <input type="radio"/> Other (Please state below)
<b>Please advise on reason for deferral/suspension:</b>	
<b>Documents Provided:</b> <input type="checkbox"/> <b>YES (if yes, please advise the document you are providing)</b> <input type="checkbox"/> <b>NO</b>	

**STUDENT DECLARATION**

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form and as specified in the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



OFFICE USE ONLY

Decision:  Approved  Approved with Conditions  Not Approved

Academic Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Accounts Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Admissions Update By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: