



## Suspension Application Form

### About this form

This form is to be used when making an application to suspend your enrolment into a course with us. You may defer your studies for up to 12 months. You must provide evidence of compassionate or compelling circumstances in order to suspend your studies. Compassionate and compelling circumstances are personal circumstances that are involuntary and outside your control, for example, medical, family, wellbeing, or enrolment circumstances, and present you with limited or no choice. You must also provide supporting evidence with your application (eg a medical certificate).

***Please refer to the Deferral, Suspension and Cancellation Policy and Procedure on the website and the Student Handbook before completing this form.***

### Student details

Given name/s			
Surname			
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Nationality		Student number	
Address including street number and name, suburb or town, postcode and country			
Postal address (if different)			
Phone number/s			
Email address			

### Reason for suspension

Please briefly describe the reason you have decided to suspend your studies.	
Please specify the dates you would like to suspend your studies from and to (up to a maximum of 12 months).	
Name	
Signature	



Date	
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OFFICE USE			
<b>Outcome:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
<b>Comments/ Reasons:</b>			
<b>Approval by:</b>			
Position:			
Full Name:			
Signature:		Date:	/ /
<b>Approval by Academic Manager</b>			
Position:	CEO		
Full Name:			
Signature:		Date:	/ /
<b>Comments:</b>			