Deferment or Suspension Of Studies Form
Please read the deferring, suspending and cancelling enrolment policy and procedure

Student Name				Student Number	
Current address			**Current contact details**	**Home:**	
				Mobile:	
Email					
Emergency Contact Name & Number	We need these details in case if we are unable to contact you during suspension				
Course Enrolled Currently					
Defer/Suspend	☐ Defer my course to next available intake ☐ Suspend my current course from ……………..… to ……………..…				
Reason for deferral /suspension					
Supporting evidence	☐ Medical certificates ☐ flight ticket ☐ visa delay evidence ☐ other.........................				

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

Office Use Only	
☐ Approved ☐ Attached appropriate evidence ☐ Current course finish date effected ☐ Yes Current course new finish date:……….... ☐ No ☐ Future course dates effected ☐ Yes new dates:………... ☐ No ☐ Added defer record and changed course dates in RTOmgr – processed by:………………………… ☐ Student payments settled – Processed by:……………………………………….. ☐ Updated SCV in PRISMS – Processed by:……………………………………..	☐ Not approved Inform student
Comments	