

705-FM-MEGA Deferment and Suspension of Studies Application Form

Relevant Standards SRTOs 2015: 1.7, 5.2 The National Code 2018: Standard 2.1.8, 9	Linked Documents Deferral, Suspension, and Cancellation of Enrolment Policy Student Code of Conduct Academic and General Misconduct Policy Students Complaints and Appeals Policy Withdrawal and Course Cancellation Form
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Student Details

Name		Student ID	
Contact Phone			
Course/Group			
Expected length of Absence	(weeks)		

Your Reason(s) for Deferment or Allowable Suspension			
Details & Evidence <i>(Please provide as much details as possible)</i> Note: Relevant evidence is required: Attach any supporting documents with this form to support your application. Application will be refused if no supporting document(s) are attached			
Student's Declaration and Signature	<i>All reasons given above are accurate and true. I also recognise my course progress obligations according to the Department of Home Affairs (DHA)</i>		
		Date:	

For OFFICE use only

Received by		Date:
Valid Evidence Sighted and/or Collected		
Decision	<input type="checkbox"/> Deferral Granted	From to
	<input type="checkbox"/> Deferral Not Granted	Reason:
	<input type="checkbox"/> Suspension Granted	From to
	<input type="checkbox"/> Suspension Not Granted	Reason:
If granted, Likely Impact on Course Duration		
Admissions Officer Signature		Date:
Follow-up Action	If granted, Admissions Officer must update student's eCOE and course duration within 31 days. If declined, advise the student of the outcome in writing within 14 days from date of decision.	