

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	
<i>For under 18 years old only</i>	Name of Guardian		
Contact Phone			
Course/Group			
Expected length of Absence	(weeks)		

Your Reason(s) for Deferment or Allowable Suspension	
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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	
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All reasons given above are accurate and true. I also recognise my course progress obligations according to the Department of Home Affairs (DHA)
Where approval is granted, the student is advised to contact the immigration (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa

Student's Declaration and Signature		Date:
For under 18 years old, Guardian's signature		

For OFFICE use only

Received by		Date:
Valid Evidence Sighted and/or Collected		
Decision	☐ Deferral Granted	From to
	☐ Deferral Not Granted	Reason:
	☐ Suspension Granted	From to
	☐ Suspension Not Granted	Reason:
If granted, Likely Impact on Course Duration		
Admissions Manager Signature		Date:
Follow-up Action	If granted, Admissions Manager must update student's eCOE and course duration within 31 days and for under 18 years of age, within 14 days and informed guardian. If declined, advise the student or guardian (under 18 years old) of the outcome in writing within 14 days from date of decision.	