

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 suspend 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).

Student details

Given name/s			
Surname			
Date of birth		Student number	
Phone number/s			
Email address			

Reason for suspension

Please briefly describe the reason you have decided to suspend your studies.

Medical Grounds Compelling/compassionate Reasons

International students must state the reason, and provide documentation for suspending their studies as Grenfell Institute of Technology Australia needs to notify this information to the Department of Home Affairs (DHA) via PRISMS.

Suspension from ____/____/____ Suspension till ____/____/____

Last date of studies ____/____/____

Documents attached

Medical Certificate Travel Documents Mails Supporting certificates

I understand that the institute will grant a temporary suspension of my studies only if there are compelling and compassionate circumstances and the evidence has been attached.

- I have been advised to contact the Department Home Affairs as it may affect my visa status.
- I have been reminded that should a deferment not be granted; I must still attend classes at Grenfell Institute of Technology Australia for 20 hours per week. Failure to do so may be seen as abandoning my studies and I may be reported to DHA.
- I have been advised of all the relevant consequences of the outcome of my request.
- I have been advised of all the relevant information in relation to the request made on this form.
- I am aware of my appeal rights.
- I have been advised that the time for processing of the application is 5 working days.

Student Signature		Date	
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For Office Use Only

Request Received By	Signature		Date	
Finance Approval	Signature		Date	
Decision of Request	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted			
Decision granted/not granted by	Signature		Date	

Course adjustment required (Please write below)

RTO Manager / Academic Coordinator / RTO Admin Staff to write revised training plan for student.
Example: Unit Code-Unit Title-Trainer-Start Date-End Date-Days of Class