

SUSPENSION APPLICATION FORM



You may be able to apply for a suspension of your course due to compassionate or compelling circumstances. Examples of compassionate or compelling circumstances include:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
- A traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)
- Where Alana Kaye College was unable to offer a pre-requisite unit; or
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

Instructions:

1. Please complete this form.
2. Please attach any relevant evidence.
3. It is important that you understand that suspension of your studies may impact your student visa. Approval of your suspension is required, and you will be informed of the impact to your visa or studies.

A. DETAILS

STUDENT DETAILS			
SURNAME		FIRST NAME	
STUDENT NUMBER		EMAIL	
CURRENT RESIDENTIAL ADDRESS			
BUILDING/PROPERTY NAME		FLAT/UNIT NUMBER	STREET OR LOT NUMBER
STREET NAME	TOWN/SUBURB	STATE	POSTCODE
COURSE DETAILS			
CAMPUS		FOR WHICH COURSE ARE YOU SEEKING A DEFERRAL FROM	
COURSE NAME		INTAKE DATE	
REASON/S FOR SUSPENSION (Note: Suspension of studies can only be granted for compassionate or compelling circumstances)			
<input type="checkbox"/> ACADEMIC DIFFICULTIES <input type="checkbox"/> PERSONAL <input type="checkbox"/> HEALTH			
<input type="checkbox"/> OTHER: _____			
EVIDENCE ATTACHED			
<input type="checkbox"/> MEDICAL CERTIFICATE <input type="checkbox"/> AIRLINE TICKET <input type="checkbox"/> DEATH CERTIFICATE <input type="checkbox"/> POLICE REPORT <input type="checkbox"/> PSYCHOLOGIST REPORT			
<input type="checkbox"/> OTHER: _____			
DATES FOR SUSPENSION			
START DATE	END DATE	TOTAL NO. OF DAYS ABSENT	

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Please note: A suspension may affect your CoE end date and student visa. You must contact the Department of Home Affairs for Visa information before submitting this form. Contact Department of Home Affairs by phone on 131 881 or www.homeaffairs.gov.au

B. DECLARATION

I hereby apply for a suspension of my enrolment and acknowledge that this application will be processed in accordance with the Alana Kaye College's Deferral, Suspension and Cancellation Policy, which I have read and understood.

STUDENT'S SIGNATURE

DATE

C. OFFICE USE ONLY

SSO TO COMPLETE IN CONSULTATION WITH TRAINER

Application received more than 4 weeks prior to departure (except in special circumstances)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Number of weeks absent is less than 4 weeks	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At this stage, student is not at risk of unsatisfactory progression	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student attendance is acceptable	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student's fees are up to date	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student will be able to maintain course progression upon return	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CoE end date will be affected	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student has paid for new CoE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Detail strategy for student to maintain course progression – additional/rescheduled classes and tutorials prior to departure or on return	<input type="checkbox"/> YES	<input type="checkbox"/> NO

APPROVED NOT APPROVED BY

Student advised Date: