

Deferment and Allowable Suspension of Studies Application Form

Relevant Standards SRTO 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 from Course Form
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Student Details

Name		Student ID	
Contact Phone		Contact E-mail	
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.			
Student 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.</i>		
		Date:	

ADMIN 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	_____	
Signature	_____	Date: _____
Follow-up Action	If granted, forward the signed form to Admissions Officer for update of student's eCOE and course duration. If declined, advise the student of the outcome in writing.	

