



Deferral/Suspension of Studies Application

You must attach evidence in support of your application. Your application will not be considered unless appropriate evidence is provided. The Institute may request additional evidence to be provided. Administration will notify you in writing of the outcome of this application within 10 working days.

Temporary deferment/suspension of studies can only be granted in very limited situations, covered by compassionate or compelling circumstances. We advise that you ask for clarification before submitting your application. Taking leave without permission OR not returning to studies on the required date, may result in the cancellation of your enrolment, which may affect your visa status. All outstanding fees must be paid before applying for deferral. If you are away for four weeks and longer you will be re-tested again upon return to your studies. An extra fee will apply (\$50 per test).

STUDENT DETAILS	
First Name	
Last Name	
Date of Birth	Student ID
Telephone (landline/mobile)	
Address _____	

Suburb _____	Postcode _____
Email	

COURSE and GROUP

REQUESTED PERIOD OF LEAVE

Start Date	End Date
------------	----------

REASON FOR LEAVE*	EVIDENCE REQUIRED TO SUPPORT CLAIM*	TICK
-------------------	-------------------------------------	------

Please outline reason for requested deferral and attach evidence to support your claim (attach additional notes).

STUDENT DECLARATION – I declare that the information I have supplied in this application and documentation supporting this application is true and correct.
--

Student Signature	Date
-------------------	------

Parent/Legal Guardian Signature (only required for students under 18)	Date
---	------



Deferral/Suspension of Studies Application

* Chambers Institute will collect this info only to assess this application and shall take all reasonable steps to ensure confidentiality of the information provided. Attachments must have the student's name and date of birth on them.

REPORT RE STUDENT'S FEE STATUS		
Signature:		Date:
REPORT FROM ADMINISTRATIVE COORDINATOR RE STUDENT'S ATTENDANCE / ANY OTHER GENERAL DETAILS		
Signature:		Date:
STUDENT SUPPORT SERVICES MANAGER (IF APPLICABLE)		
Application for deferral/suspension of studies supported: (circle)	No	Yes
Comment		
Signature:		Date:
APPROVAL – ACADEMIC MANAGER		
Application for deferral/suspension of studies is: (circle)	Approved	Not Approved
Course duration is affected (circle)	No	Yes*
*New End Date: → PRISMS authorisation form completed and attached (tick)#		
Comment		
Signature:		Date:
ADMIN OFFICE USE		TICK
Letter sent to student advising outcome	Date :	
Student Deferral/Suspension updated in register		
Student status updated on RTO Manager		
Copy of new COE sent to student		
Copy of new COE / SCV placed in student's hard file (if applicable)		
Application and supporting documentation to be retained on the student's hard file		
Student deferral/suspension indicated on class rolls		
Re-enrolment register updated		
Student's Fees adjusted according to approved leave if required		
RESPONSIBLE OFFICER		
Processed by (Job title and name)		
Signature		Date