

DEFERRAL OR SUSPENSION APPLICATION FORM (International Student)

- Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.
- Please ensure that supporting documents are attached with this application.

Personal Details		Contact Details	
Student No.:		Email Address:	
Given Name:		Mobile Phone No:	
Family Name:		Address:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		Post Code:
Date of Birth:	/ /	USI No.:	
Course Code & Name:			
I would like to apply for: tick (✓) relevant option			
<input type="checkbox"/> A. Deferral of Commencement			
Initial Start Date:	/ /	Supporting document attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Deferred Start Date:	/ /		
<input type="checkbox"/> B. Suspension			
Suspension Start Date:	/ /	Supporting document attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Suspension End Date:	/ /		
Please select your reason of your request:			
<input type="checkbox"/> Medical Issues. Please attach a letter from a registered Medical Practitioner.			
<input type="checkbox"/> Family Emergency. Please attach documentary evidence.			
<input type="checkbox"/> Compassionate Grounds. Please attach documentary evidence.			
<input type="checkbox"/> Visa issues. Please attach evidence (if available)			
<input type="checkbox"/> Others. Please specify _____			
Details of the reason:			

DECLARATION			
I understand that my Deferral or Suspension will be reported to the ESOS Agency and Department of Home Affairs (DHA) Immigration and Citizenship. I, hereby declare that all the information provided in this form is true and correct. I am also aware that the decision to grant my deferment or suspension of enrolment may affect my Student visa. Where my application to defer or suspend my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs (DHA) Immigration and Citizenship.			
I understand that the submission of this form has no bearing on my financial relationship with the Melbourne City College Australia, or modify any fees owing.			
Signature: _____		Date: ____/____/____	

DEFINITIONS:

Deferral: means to delay the commencement of a course.

Suspension: means to temporarily delay the enrolment once the course has commenced.

Note:

The College may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:

- On medical grounds (a medical practitioner’s certificate indicating the student is unable to attend class is required); or
- In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).
- In the event of the unavailability, in a particular study period, of key or prerequisite units resulting in a significantly reduced study load. This ground is only available if the deferral allows the student to return to the college with a fuller load in a subsequent study period.

Applications must be submitted at least 10 working days before the requested Deferral/Suspension date.

If approved, the College will report your deferral or suspension to the Department of Home Affairs (DHA) Immigration and Citizenship which may affect the status of your Visa. If you require more information as to how this action may affect your Visa status, please contact your local DHA office or phone the DHA helpline 131 881.

FOR OFFICE USE ONLY

Application Received by -	Name:	Signature:	Date:
Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /	
If yes: Deferred Commencement Date Granted: ____/____/____			
Period or Suspension Granted: ____/____/____ to : ____/____/____			
Name:		Supporting documents attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		PRISMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signature:		Notification to student attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Wisenet Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			

N/A = not Applicable