



# Course Suspension Form

### Student Details:

Student ID:	<input type="text"/>		
Given Name:	<input type="text"/>	Family Name:	<input type="text"/>
Home Telephone Number:	( <input type="text"/> ) <input type="text"/>	Mobile Number:	<input type="text"/>
Postal Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/> Post Code: <input type="text"/>
Email Address:	<input type="text"/>		

<b>Course Enrolled (Course Name):</b>	<input type="text"/>
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### Conditions for leave of absence from enrolled course (student must read this before signing this form):

- ✓ Any international student wanting to suspend their studies should be aware that the Department of Home Affairs (DHA) will only permit colleges to allow a student to suspend their studies in very limited circumstances.
- ✓ Under standard 9 of the National Code of Practice (2018), registered providers may only enable students to defer/suspend through formal agreement in limited circumstances. These circumstances are limited to compassionate or compelling circumstances e.g. serious injury or illness with a medical certificate stating the student cannot attend classes, or compelling circumstances, such as death of a close family member, that might require the student to return home for an agreed period of time.
- ✓ DHA has discretionary power to cancel a Student Visa where an education provider defers or suspends the studies of a Student Visa holder because of the basis of fraudulent/misleading evidence relating to deferral or suspension, or reasons are not genuine compassionate or compelling circumstances, or where these circumstances have ceased to exist.
- ✓ Deferring, suspending or cancelling your enrolment may affect your student visa. In this event, College must notify the Secretary of the Department of Education via PRISMS as required under section 19 of the ESOS Act. You may also contact DHA to discuss your situation before you lodge this application.
- ✓ Weddings, cultural and religious activities generally are not acceptable reasons for suspension of studies.
- ✓ The length of the suspension/deferral period is to be strictly in keeping with the reason for it.
- ✓ Students must apply for absence in writing (using this Form) and submit supporting documentation (e.g. medical certificate from a registered medical practitioner, death certificate, and return air tickets) to CIBT. (Any documents of a personal nature should be enclosed in an envelope and labeled CONFIDENTIAL.)
- ✓ Leave of absence from studies will not be permitted unless all documentation is sighted first.
- ✓ If leave of absence from studies is granted, it will not be granted for any duration of less than 3 weeks.
- ✓ Should it become necessary for a student to cancel part or all of the leave of absence period, they should notify CIBT in writing.
- ✓ Tuition fees have to be settled before the student applies for leave of absence from their studies if the next payment date occurs during the leave period.
- ✓ Where a student takes leave of absence from the course at the middle of the block, student may have to pay additional tuition fees for the period of missed studies.

<b>Details of Leave Request</b>		
From Date	Until Date:	Course resumption date:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Reason for requesting a leave of absence</b>		
<input type="text"/>		

<b>Is supporting evidence attached to justify a Suspension of Studies?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/> ( If No, application will be rejected)
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**Student Declaration**

I declare that the information provided by me is true and complete.

**Student Signature**.....**Date:** ...../...../.....

**Office Use Only**

**CIBT Staff to complete**

**Student Academic Progress & Attendance:**

Satisfactory Attendance:  Yes  No **Comments**

Satisfactory Academic Progress:  Yes  No **Comments**.....

**Would this leave of absence affect the student’s ability to complete the course within the expected duration of study?**

- Yes
- No

**Payments for Leave of Absence Processing** (Student Support Officer or Accounts Officer to fill):

**Amount \$50 (Non-Refundable) Paid:** Yes / No **Student Support/Accounts Officer Initial:** .....

**Approval** (Compliance Manager or Course Coordinator)

- Yes
- No (If 'No', student must be informed immediately)

Approved by (Print Name): ..... Signature: ..... Date:.....

**Administration Manager to Complete:**

Payment valid until: /..... /.....

Processed by: ..... Date: ...../...../..... Comments: .....

*If leave of absence is approved, DHA must be informed through PRISMS within 5 days after the suspension date.*

Student COE status amended to reflect Suspension in PRISMS on: ...../...../.....

Signature of person who has done SCV (Student Course Variation): .....