

Application for Deferment / Suspension

Student's Personal Details:			
Full Name:			
Student ID:			
Course code and Name:			
Address:			
Date of Birth:			
Email:		Mobile:	
Please tick the reason for request:			
<p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p> <p>9.2 A registered provider may defer or suspend the enrolment of a student if it believes there are compassionate or compelling circumstances.</p> <p>Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> serious illness or injury, where a medical certificate states that the student was unable to attend classes (medical certificate must be presented) 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; or a traumatic experience which could include: <ul style="list-style-type: none"> involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports) where the registered provider was unable to offer a pre-requisite unit 			
<input type="checkbox"/> Medical Grounds <input type="checkbox"/> Compelling/compassionate Reasons <input type="checkbox"/> Future intake/Date			
Please mention the reason in detail			

<p>International students must state the reason and provide documentation for deferring their studies as CIT needs to notify this information to the Department of Home Affairs (DHA) via PRISMS.</p> <p>Documents attached <input type="checkbox"/></p>			

- Medical Certificate
 Travel Documents
 Supporting certificates

Please tick what is being requested?

Deferment Date from: _____ To Date: _____

Suspension Date from: _____ To Date: _____

Please note that the institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence has been attached.

Students are advised to contact the Department Home Affairs as it may affect your visa status.

Please note that a deferment/suspension may mean that you will not be able to complete your studies within the time allowed on your CoE.

Please note that a deferment/suspension may mean that you will not be able to complete your qualification at CIT. You may be required to pay for a course or CoE extension.

Students are reminded that should a deferment not be granted they must still attend CIT for 20 hours per week. Failure to do so may be seen as abandoning their studies and they may be reported to DHA. **(Please note do not leave the country unless you have a valid deferment as a cancellation of enrolment for abandoning your studies may mean you will not be allowed to return to Australia)**

I have been advised of all the relevant consequences of the outcome of my request.

I have been advised of all the relevant information in relation to the request made on this form.

I am aware of my appeal rights.

I have been advised that the time for processing of the application is 10 working days.

Student Declaration:

I understand that an administration fee is involved of \$250 if I am granted permission for deferment/suspension

I agree to pay any additional fees that may apply to my new course.

All boxes above must be ticked by the student as an acknowledgement of their understanding.

Student Signature:

Date:



Office use Only:				
Finance Approval	Signature		Date	
Request received	Signature		Date	
Decision of Request (please tick)	Granted		Not Granted	
Processed by:	Signature		Date	
Last date of studies: _____				
Reason				
All relevant documents (i.e., medical certificate, travel tickets, letters, official forms etc.) attached <input type="checkbox"/>				
Student has physically been to see administration and had all rules etc. explained to them. <input type="checkbox"/>				

***Note before your CoE can be reactivated all fees must be up to date.**