



CONTINUING STUDENTS FORM

STUDENT COURSE DEFERMENT OR SUSPENSION

USE BLOCK LETTERS WHEN COMPLETING THIS FORM
AND PLEASE KEEP A COPY

INFORMATION FOR STUDENTS

Please read the information below before completing the form.

GENERAL INFORMATION

1. Intermission of studies can only be approved on the grounds of illness, injury or compelling personal reasons and for a maximum of one semester Extensions beyond this time period are only granted in exceptional circumstances.
2. Once a semester has commenced, students requesting suspensions will be required to pay any remaining tuition balance for the semester they are currently enrolled in. Students will also have to pay an extra 2 subjects, at the time of the suspension request, which will be credited towards the following semester.
3. Students returning to study after an approved period of leave should contact Student Services to confirm their re-enrollment no later than two weeks before commencement of the study period.
4. Students should complete this form and return it to Student Services along with any relevant supporting evidence.

INTERNATIONAL STUDENTS

Please note: Intermitting, suspending or discontinuing from an enrolment may affect the student visa granted. The Institute will notify the Department of Education and Training via PRISMS as required under the ESOS Act 2000.

1. To comply with visa conditions, international students must:
 - a. maintain a valid visa
 - b. complete their course by the expected completion date as specified on the eCoE
 - c. provide the Institute with address details within seven days of arrival or address change
 - d. maintain a full-time study load
 - e. not exceed the maximum number of hours allowed to work on the student visa
 - f. maintain Overseas Student Health Cover or equivalent
2. Legislation relating to International Students visas states that when on intermission a student must return to their home country within 28 days of the intermission being granted. Students may be required to provide additional information as part of the approval process.
3. Refer to the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure for further information.

Evidence provided (please state below)

PERSONAL DETAILS

Title: Mr Ms Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Full address:	
City:	Post code:
State:	Country:

Undergraduate courses

Diploma of Business Information Systems

Associate Degree of Business Information Systems

Bachelor of Business Information Systems

Bachelor of Accounting

Bachelor of Business

DEFERRAL DETAILS

I wish to defer unit (code & name)	From study period	To study period
1.		
2.		
3.		
4.		

I wish to intermit my studies from date:
(Please consider the date the intermission is to take effect before submitting this form)

Returning in study period:
1 2 3 of the year:

Reason for deferral/suspension (please tick)
Medical Overseas Other (please state below)



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STUDENT DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form and as specified in the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure.

Signature:

Date:

OFFICE USE ONLY

Received by:

Received date:

Diary Note made in Student Management System

TO BE COMPLETED BY THE AUTHORISED REPRESENTATIVES

Accounts Reviewed By:

Date:

Financial

Comments:

Academic Reviewed By:

Date:

Approved

Declined

Comments:

Admission Update By:

Date:

CoE Updated

Student Management System Updated

Signed Form uploaded into Student Management System

Student Notified

Comments: