

# International Students Request for Deferment or Suspending Studies

## Can I apply for a deferment or suspension of studies?

Students may submit a request for deferment or suspension of their studies (temporarily put studies on hold) if they can provide an adequate reason for doing so. This form, along with any other evidence, is to be submitted to support grounds of a deferral or suspension request. In accordance with Standard 13.2 of the National Code, the Australian Learning Group can only defer or temporarily suspend the enrolment of an international student on the grounds of compassionate or compelling reasons or student misconduct.

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. In granting this the College is asked to use their professional judgement and to assess each case on its individual merits. The College may choose to temporarily suspend a student's enrolment if it deems the student's behaviour to be unacceptable for an educational setting. Please see over the page for an extract from the National Code 2007 Standard 13, which relates to deferment and suspension requests.

Student's who feel their deferment or suspension request has not adequately been dealt with may access the Australian Learning Group's internal complaints and appeals procedures within a 20 day working period of the date of the deferral or suspension.

## Will this change impact my Visa?

By deferring or suspending your studies it is very likely you will now need more time to complete your studies i.e. you will need to retake or repeat lessons, an entire module or term.

The College cannot provide information on how the deferment or suspension may impact upon your visa. Instead we strongly recommend students who wish to change their existing enrolment contact the Department of Immigration and Citizenship (DIAC) for information on how the deferment may impact upon his or her student visa.

## Personal Information

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Australian Address : \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_

Email : \_\_\_\_\_

Country of Citizenship : \_\_\_\_\_

Passport Number : \_\_\_\_\_ Passport Expiry : \_\_\_\_\_

## Reason for Deferment or Suspension

Are your requesting a:  Deferral  Suspension

Last day of study for this period: Term \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Term and date of return to studies: Term \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason / Description of Request:

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Your position at the College is secured by payment of your fees. Your fees for your first term back after your deferral are due on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Complete and hand application for deferment or suspension to an International Student Advisor.

### Copy of Standard 13 of the National Code 2007

13.2 The registered provider can only defer or temporarily suspend the enrolment of the student on the grounds of:

- a. compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes); or
  - b. misbehaviour by the student.
- Students may apply to the provider for deferment or suspension of their studies if they have good reason for doing so (compassionate or compelling circumstances). The provider may choose to grant or decline any student's request for deferment or suspension of studies, in accordance with its documented procedures for assessing such requests.
  - 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:
    - serious illness or injury, where a medical certificate states that the student was unable to attend classes;
    - 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:
      - 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; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.