

# Student Application Form

## Leave of Absence, Suspension (Temporary) or Deferral

### SECTION A - DEFINITIONS

- **LEAVE OF ABSENCE:** temporary leave of absence during a teaching period (**max. 2 weeks**), e.g. due to illness or injury (supporting documents need to be provided).
- **SUSPENSION:** temporary postponement of enrolment during the course (**max. 6 months**) due to compassionate or compelling circumstances (e.g. serious illness or injury (medical certificate that states that the student is unable to attend classes)).
- **DEFERRAL:** postponement of commencement of a course by a prospective student who has been offered a place in a course offered by the Institute and has not yet enrolled (**max. 1 year**) (e.g. due to compassionate or compelling circumstances; only applicable for **new students** who have NOT commenced their course yet).

Students must clear any outstanding fees before an adjustment to a student's enrolment can be made, therefore this application will not be processed until any outstanding fees have been cleared (as per the Tuition Fees Payment Policy, students with outstanding fees may be subject to a service restriction and penalties).

### SECTION B – PERSONAL DETAILS

Student ID number \_\_\_\_\_

Family name \_\_\_\_\_

Given name/s \_\_\_\_\_

Sex (M or F) \_\_\_\_\_ Date of birth \_\_\_\_\_

Postal address \_\_\_\_\_

Number/Street

Suburb/City/Country

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

State

|  |
|--|
|  |
|--|

Postcode

Telephone (BH) \_\_\_\_\_ Telephone (A/H) \_\_\_\_\_

Email \_\_\_\_\_

*If you change your address during the period of absence, please contact student administration office to ensure that your contact details in our records are updated for future correspondence.*

### SECTION C – COURSE DETAILS

Course title \_\_\_\_\_

Course code \_\_\_\_\_ Campus \_\_\_\_\_

## SECTION C – SELECTION

I hereby wish to apply for (please tick):

- ☐ Leave of Absence (please go to **SECTION E**).
- ☐ Suspension (temporary) (please go to **SECTION F**).
- ☐ Deferral (please go to **SECTION G**).

## SECTION E – LEAVE OF ABSENCE

First day of Leave: \_\_\_\_\_ Last day of Leave: \_\_\_\_\_ Return to AITC: \_\_\_\_\_

Please specify reasons for Leave of Absence request:

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Students **MUST** wait for their Leave Request to be processed and for a formal decision to be made, before any further arrangements can be made by the student. Factors such as time available to complete studies within the CoE duration, as well as academic progress will be taken into consideration when evaluating a student's leave request.

International students risk **cancellation of their CoE** in case of unexplained absence. An International Student who takes leave without approval may risk the following:

- A student who is outside Australia and cannot provide proof of authorised leave may be refused re-entry by the Department of Home Affairs;
- AITC cannot guarantee that a student's CoE will be re-issued if it has been cancelled; A cancelled CoE may affect your student visa.

## SECTION F – TEMPORARY SUSPENSION OF ENROLMENT

First day of Suspension: \_\_\_\_\_ Last day of Suspension: \_\_\_\_\_ Return to AITC: \_\_\_\_\_

Please specify reasons for your Suspension request:

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If you temporarily suspend your enrolment, the institute will inform DEEWR via PRISMS. Your temporarily suspension has to be reported to the DHA and may affect the status of your student visa. Suspension of enrolment for more than six months, for any reason, may result in cancellation of their student visa by DHA.

## SECTION G – DEFERRAL (max. 1 year)

First day of Deferral: \_\_\_\_\_ Last day of Deferral: \_\_\_\_\_ Return to AITC: \_\_\_\_\_

Please specify reasons for Deferral request:

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**Australian Institute of Technology & Commerce Pty Ltd**

ABN 47 634 668 214 CRICOS Code: TBA

Head Office: Level 6, 8 Quay Street, Haymarket NSW 2000

Website: www.aitc.nsw.edu.au Email: info@aitc.nsw.edu.au

Phone: 02 9211 4958



If you defer the commencement of your course, the institute will inform DEEWR via PRISMS. Your Deferral of Commencement has to be reported to the DHA and may affect the status of your student visa.

Do you intend to undertake study at another Institution in Australia or overseas during the deferment period?

☐

Yes

☐

No

If yes, where and what course? \_\_\_\_\_

**SECTION H – APPLICANT DECLARATION**

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I authorise the Institute to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of my application or a withdrawal of the offer of a place or cancellation of enrolment.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

| CoE End Date | No. of subjects completed | No. of subjects passed in last Academic Year | Enrolled? Y/N | Previously been granted leave/suspension/deferral? |
|--------------|---------------------------|--|---------------|--|
|              |                           |  |               |  |

☐

Accept application

☐

Reject

application Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student advised by

☐

Email sent

☐

Letter sent

Staff Name \_\_\_\_\_

Date \_\_\_\_\_