



Private TAFE College

## STUDENT DEFERRAL OR SUSPENSION FORM

Course code:

Course name:

Family name:

Given name:

Address:

Contact phone number:

What is being requested:

Deferral

Suspension

Reason for the request:

Student's signature: \_\_\_\_\_

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

1. Students wishing to defer the commencement of studies, or cancel or temporarily suspend their studies must apply to do so in writing to ETEA. Where it is impractical to do so, the student may email, fax or telephone ETEA and advise of their intention to defer, cancel or suspend their studies.
2. ETEA will only grant a deferral of commencement or temporary suspension of study if there are compassionate or compelling circumstances. Without attempting to define the term compassionate or compelling circumstances, ETEA will consider whether the student's application is the result of circumstances beyond the control of the student. Examples include where the visa has not been issued, illness, injury, serious illness or death in the family, and where ETEA is unable to offer a pre-requisite unit. The student will be required to provide evidence of the circumstances upon which he or she is relying; such as, a medical certificate.

Document Name:	Student Suspension and Deferral form	Responsible Authority:	P&P Task Group				
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Education Training & Employment Australia		ABN: 62 085 390 692			<a href="http://www.etea.edu.au">www.etea.edu.au</a>		
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