



## DEFERRAL, SUSPENSION (LEAVE OF ABSENCE) FORM

### SECTION A - PERSONAL DETAILS

<b>STUDENT NAME:</b>			
<b>STUDENT ID:</b>		<b>DATE OF BIRTH</b>	
<b>COURSE CODE:</b>			
<b>COURSE NAME:</b>			
<b>CONTACT NUMBER:</b>			
<b>ADDRESS IN AUSTRALIA (IF APPLICABLE)</b>			
<b>ADDRESS IN HOME COUNTRY:</b>			

### SECTION B - REQUEST

I would like to apply for

☐ Deferral      ☐ Suspension (Leave of Absence)

**of my enrolment at Education Training and Employment Australia and I am aware that:**

1. ETEA will only grant a deferral of commencement or temporary suspension of study if there are compassionate or compelling circumstances
2. Attach any relevant supporting documentation to this application form, or as soon as possible after lodging this form.
3. This form will be assessed once all documentation has been received.
4. ETEA may ask for more documentation, if required.
5. Applications are usually processed within 5 working days.
6. I must seek advice from Department of home affair (DHA) on the potential impact on my student visa as a result of changes to my enrolment status.
7. I will be responsible to coordinate with my trainer to organize the catch-up classes and assessments which I will miss as a result of suspension

**Reason for the Request:**

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Document Name	Deferral, Suspension (Leave of absence) Form	Company name	ETEA	Issued:	Dec 2019	Ver 1.1
Authorised by QMC		CRICOS # 02925E	RTO # 5089	Review:	24 months	
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**SECTION C – EVIDENCE DOCUMENTATION**

Please indicate the type of evidence documentation you are attaching to your application.

- ☐ Medical Certificate
- ☐ Flight Tickets
- ☐ Others(provide details)

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\_\_\_\_\_

Student's signature: ..... Date: ...../...../.....

**SECTION D – OFFICE USE ONLY**

- ☐ APPROVED – Please attach new ECOE, Course Variation and Letter of approval to this form and provide a copy to the student.
- ☐ NOT APPROVED - Please attach the refusal letter and provide a copy to the student.

International Student Coordinator

Print Name \_\_\_\_\_

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

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