



DEFERRAL, SUSPENSION (Leave of absence) FORM

SECTION A - PERSONAL DETAILS

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

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 the Department of Home Affairs (DHA) on the potential impact on my student visa because of changes to my enrolment status.
7. I will be responsible for coordinating with my trainer to organize the catch-up classes and assessments which I will miss because of suspension.

Reason for the Request:

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Document Name	Deferral, Suspension (Leave of absence) Form	Company name	ETEA	Issued:	March 2025	Ver 4
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)

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

SECTION D – OFFICE USE ONLY

☐ APPROVED – Please attach the new COE, 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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