

Application to Defer or Suspend Enrolment International Student

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS

Note: Important Information

International students applying for a deferral must submit this form no later than 2 weeks before, commencement of classes

International Student applying for a suspensions of studies must submit this form no later than 2 weeks before the intended date of suspension.

Please refer to the International Student Deferral, Suspension and Cancellation of Enrolment Procedures (<http://tafeqld.edu.au/current-students/stu-dent-policies/international.html>) for further information about deferring or suspending your studies. Your application for deferral or suspension of studies will only be considered for approval when your circumstances are of a compassionate or compelling nature supported by documented evidence.

On approval of a deferment you will be charged a fee in accordance with <https://tafeqld.edu.au/assets/oneweb/PDF/about-us/policies-procedures/Student-Fee-Schedule.pdf> Deferral means to temporarily put commencement of studies on hold and you can submit this form along with all documentary evidence via email to: Admissions.TQI@tafeqld.edu.au.

Temporarily suspend studies means to temporarily put studies on hold (adjourn, delay, postpone) after commencement and you can submit this form along with all documentary evidence via email to: Admin.TQI@tafe.qld.edu.au or to the regional International Officer. If you are under the age of 18 years you must make contact with the International Student Support Advisor (ISSA) prior to applying for a suspension of studies.

Section A - Student details *(applicant to complete)*

Student Number

Date of birth

Family name

Given names

Mobile

Email

Residential Address

City / Suburb

State

Country

Postcode

Campus

Current course

Do you intend to leave Australia if your application is approved?

(Deferring or suspending your studies may affect your student visa. Please contact the Department of Home Affairs to discuss your visa if your application is approved.)

Yes No

Please indicate deferral/suspension dates:

Deferring/Suspending From to commence/recommencement

ELICOS students only: Number of weeks of leave *(If you are under 18 years of age you must contact the International Student Support Advisor)*

Have you already applied for your student visa? Yes No

Section B - Reason for Deferral or Temporary Suspension of Studies

Please include your reasons on a separate letter and attach to this application if you require additional space

Compassionate/compelling circumstances. Give full explanation of compassionate/compelling circumstances below
(please attach supporting evidence).

Section C - Student declaration

- Medical Certificates
- Other (Any other documented evidence to support your application)
- Approval Letter from parent or Legal Guardian (if under age 18)

Ensure you have attached:

Please note that your application will not be assessed until documentation is provided and the 15 working day period for assessment will not commence until all required documentation is received.

Note: It is important that you continue to attend classes whilst you are awaiting the outcome of your application.

- I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information may delay the processing of my application.
- I understand that deferring or suspending my studies may affect my student visa and I have been advised to contact the Department of Home Affairs in regard to my visa www.homeaffairs.gov.au
- I understand that no deferral or suspension will take effect unless and until TAFE Queensland provides written confirmation.

Signature Date

Section D - Privacy Statement

TAFE Queensland is collecting the information on this form in accordance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to assist you in deferring from or suspending studies. Only TAFE Queensland and Australian Government officers will have access to this information. Your personal information will not be disclosed to any third party without your consent, unless authorised or required by law.

Section E - Office use Only

Date application received

FOR FACULTY APPROVAL: Proposed Course/s of Study

FOR FACULTY APPROVAL: Proposed Course Start & End Dates

FOR FACULTY APPROVAL: Proposed Course/s of Study	FOR FACULTY APPROVAL: Proposed Course Start & End Dates
1.	1. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2.	2. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3.	3. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Study Plan Yes No Name of approving Director/delegate

Approved Yes No Signature

If Approved - If the suspension is approved, please advise one of the following options in relation to the tuition fees:

No Transfer of Tuition fees **OR** Transfer of full Tuition fees approved **OR** Transfer of pro-rata fee approved

Reasons for non-approval:

Actioned by Date

Notes:

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