

F.04.03 DEFERMENT OR SUSPENSION FORM

Note to International students:

International students are required to state the reasons and provide documentation for deferring or suspending their studies; as AVETA must report this information to the Department of Home Affairs. You are strongly advised to refer to the Department of Home Affairs on the potential impact on your visa if enrolment has been deferred, suspended or cancelled, as this could affect the status of your Visa.

STUDENT DETAILS

STUDENT NAME:	
STUDENT ID:	DATE OF BIRTH:
COURSE NAME:	

REQUESTED DEFERMENT OR SUSPENSION TO TAKE EFFECT FROM

LEAVE DATE:	RETURN DATE:
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GROUND S FOR DEFERMENT OR SUSPENSION

<input type="checkbox"/> 'Compassionate or compelling' circumstances - Medical Reasons	<input type="checkbox"/> OTHER REASONS
Please provide the reason for your deferment or suspension request:	

SUPPORTING DOCUMENTATION ATTACHED

<input type="checkbox"/> MEDICAL CERTIFICATE	<input type="checkbox"/> SUPPORTING DOCUMENTATION	<input type="checkbox"/> COPY OF AIRLINE TICKET
STUDENT SIGNATURE:		DATE:

OFFICE USE ONLY

RECEIVED BY:		DATE:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
COMMENTS: (AVETA staff should provide comments on the status of the student's request and provide reasons for AVETA records)		
SIGNATURE:		DATE:

Up-dated on the Student management System: Yes / No	DATE updated:
New Timetable required : Yes / No	
Timetable created : Yes / No	Date Created:
SIGNATURE:	DATE:

Up-dated on the PRISMS System: Yes / No	
SIGNATURE:	DATE updated:

Student advised of the outcome: Yes / No	Date advised:
Name of Admin Staff advising the outcome:	