

Defer-Suspend-Leave-Withdrawal Application Form



MELBOURNE TRADES COLLEGE

STUDENT DETAILS

Student First Name:		Last Name:	
Student ID:		Date:	___/___/___
Email Address:		Mobile Number:	
Full Address:			
Current Course:			

REQUEST DETAILS

I _____ wish to apply for a [Please tick one of the following]

<input type="checkbox"/> DEFERMENT	applies before and during the enrolment. The request for deferral is to delay the start date or end date of a completed enrolment. Where Melbourne Trades College defers the course start date this action is subject to refund conditions.
<input type="checkbox"/> SUSPENSION	applies during course studies and is temporary. A request for suspension can only be granted under compelling and compassionate circumstances. Melbourne Trades College can impose suspension in the case of misbehaviour by the student.
<input type="checkbox"/> WITHDRAWAL	applies when a course has commenced. A request is either for withdrawing from a course or requesting a transfer of provider. Melbourne Trades College can cancel a student's enrolment in the case of misbehaviour by a student or in the case of a breach of student visa conditions
<input type="checkbox"/> LEAVE APPLICATION	applies when a course has commenced. A leave request can only be granted under compelling & compassionate circumstances or due to medical issues.

DEFERRAL / SUSPENSION / LEAVE

Start Date: _____

End Date: _____

I am aware of the circumstances for deferral, suspension, leave or cancellation of my enrolment and the following is a brief summary of the reasons to support my application:

To be eligible the student must supply the following:

- An airplane ticket detailing departure and return dates.
- Medical certificate and other supporting documentation
- A letter explaining why the leave is required.

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STUDENT DECLARATION

In signing this application, I acknowledge:

- I am aware that the decision to grant my deferral, suspension, leave or withdrawal of enrolment may affect my Student Visa.
- I am aware that Administration Fees may apply once my application of leave is approved.
- I am aware of implications to my study load on return and customization to my study schedule undertaken to ensure completion of the qualification with the CoE.
- I am aware that this application will take at least 7 business days to finalize.

Student Signature: _____

Date: ____/____/____

OFFICE USE ONLY

Academic administration

Date of Application to Defer, Suspend or Cancel Enrolment received:/ / 20...	
Relevant supporting document(s) attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date received of supporting documentation/ / 20...	
Has the student been counselled concerning the implications to their study load on return and customisation to their study schedule undertaken to ensure completion of the qualification 'practicably' within the dates of the new CoE.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Application approved by the Admin Manager / CEO? Admin Manager / CEO Signature: Date:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Application require follow up? If yes, please list what is required: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application academic tasks processed by:	Date:	

Student Administration

Approval letter of deferral, suspension, or cancellation has been generated and sent to the student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of the Approval letter is filed in the student file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The appropriate government agency(s) have been notified of the result of the student's request (via PRISMS)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application administrative tasks processed by:	Date:	