|  |
| --- |
| You may be able to apply for a suspension of your course due to compassionate or compelling circumstances. Examples of compassionate or compelling circumstances include:   * serious illness or injury, where a medical certificate states that the student was unable to attend classes * bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided) * major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies * a traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists’ reports) * where Alana Kaye was unable to offer a pre-requisite unit; or * inability to begin studying on the course commencement date due to delay in receiving a student visa. |

**Instructions:**

1. Please complete this form.
2. Please attach any relevant evidence.
3. It is important that you understand that suspension of your studies may impact your student visa. Approval of your suspension is required and you will be informed of the impact to your visa or studies.

A. DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| STUDENT DETAILS | | | | | | |
| SURNAME | | | FIRST NAME | | | |
| STUDENT NUMBER | | | EMAIL | | | |
| CURRENT RESIDENTIAL ADDRESS | | | | | | |
| BUILDING/PROPERTY NAME | | FLAT/UNIT NUMBER | | | STREET OR LOT NUMBER | |
| STREET NAME | TOWN/SUBURB | | | STATE | | POSTCODE |
| COURSE DETAILS | | | | | | |
| CAMPUS | | FOR WHICH COURSE ARE YOU SEEKING A DEFERRAL FROM | | | | |
| COURSE NAME | | | INTAKE DATE | | | |
| REASON/S FOR SUSPENSION (**Note**: Suspension of studies can only be granted for compassionate or compelling circumstances) | | | | | | |
| 🞎 ACADEMIC DIFFICULTIES 🞎 PERSONAL 🞎 HEALTH  🞎 OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| EVIDENCE ATTACHED | | | | | | |
| 🞎 MEDICAL CERTIFICATE 🞎 AIRLINE TICKET 🞎 DEATH CERTIFICATE 🞎 POLICE REPORT 🞎 PSYCHOLOGIST REPORT  🞎 OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| DATES FOR SUSPENSION | | | | | | |
| START DATE | | END DATE | | | TOTAL NO. OF DAYS ABSENT | |

Please note: A suspension may affect your CoE end date and student visa. You must contact the Department of Immigration and Border Protection (DIBP) for visa information before submitting this form. Contact DIBP by phone on 131 881 or see www.border.gov.au.

B. DECLARATION

|  |  |
| --- | --- |
| I hereby apply for a suspension of my enrolment and acknowledge that this application will be processed in accordance with the Alana Kaye College’s Deferral, Suspension and Cancellation Policy, which I have read and understood. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT’S SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE |

C. OFFICE USE ONLY

|  |  |
| --- | --- |
| **SSO TO COMPLETE IN CONSULTATION WITH TRAINER** | |
| Application received more that 4 weeks prior to departure (except in special circumstances) | 🞎 YES 🞎 NO |
| Number of weeks absent is less than 4 weeks | 🞎 YES 🞎 NO |
| At this stage, student is not at risk of unsatisfactory progression | 🞎 YES 🞎 NO |
| Student attendance is acceptable | 🞎 YES 🞎 NO |
| Student’s fees are up to date | 🞎 YES 🞎 NO |
| Student will be able to maintain course progression upon return | 🞎 YES 🞎 NO |
| CoE end date will be affected | 🞎 YES 🞎 NO |
| Student has paid for new CoE | 🞎 YES 🞎 NO |
| Detail strategy for student to maintain course progression – additional/rescheduled classes and tutorials prior to departure or on return | 🞎 YES 🞎 NO |
|  | |
| **🞎** APPROVED **🞎** NOT APPROVED **BY** | |
| **🞎** Student advised **Date:** | |