Suspension or Deferment Form

This form is to be completed by students who request for suspend or defer your course due to compassionate and compelling circumstances. If your request is refused, your enrolment at SPI remains active and you are expected to continue attending your classes as usual. Please ensure that this form must be read in conjunction with Deferral, Suspension and Cancellation policy. Before completing this form, Student is advised to consult the SPI student services. An International student is also advised to consult DHA to understand how suspension or deferment may impact your visa.

This form will not be accepted without supporting evidence.

Section 1: Definitions

- **Suspension** means the temporary postponement of enrolment during the course, the duration of suspension can be granted for **up to 6 months** (e.g. due to compassionate or compelling circumstances accompanied by supporting documents).

- **Deferral** means the postponement of study requested by students prior to the commencement of the course; the duration of deferral can be granted for **up to one year** (e.g. due to compassionate or compelling circumstances accompanied by supporting documents).

Section 2: Personal Details

First Name:		Family Name:	
Student ID:		Contact Number:	
Address:			
Email Address:			
Course Enrolled:			
Course start date:			

Are you leaving Australia? *If Yes, please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements.*		☐ Yes ☐ No
Address:		
Country:	Overseas Contact Number:	

Section 3: Request details

(Please tick one of the following options below to indicate the type of enrolment status required for processing deferment or suspension from studies.)

Course deferment

(must apply prior to course commencement date and course variation fee $200 apply)

☐ I would like to defer my course to next available intake …… (Intake date)

Reason for deferment: *(Please tick one of the following options)*	
☐ Serious illness or injury *Attach medical certificate that states you are unable to attend classes.)* ☐ Delay in issuing a student visa.	☐ Bereavement of close family members such as parents or grandparents *where possible a death certificate should be provided).* ☐ Other reason: _____
Supporting evidences : *(this form will not be accepted without supporting evidence(s))*	
☐ Flight ticket ☐ Medical certificate	☐ Other …….

Course Suspension (Approved leave)

(During the current study period)

☐ I would like to suspend my course from …… to …….

Reason for Suspension: *(Please tick one of the following options)*	
☐ Serious illness or injury *Attach medical certificate that states you are unable to attend classes.)* ☐ Medical reason of close family member ☐ Natural disaster in home country, that requires travelling to home country. ☐ Political upheaval in home country, that requires travelling to home country.	☐ Bereavement of close family members such as parents or grandparents *where possible a death certificate should be provided).* ☐ Other reason: _____
Supporting evidences : *(this form will not be accepted without supporting evidence(s))*	
☐ Flight ticket ☐ Medical certificate	☐ Other …….

Section 4: Student declaration – Please read and sign below

I am fully aware that the Department of Home Affairs (DHA) will be informed of this variation and that may affect my student visa.
I understand and agree that:

1. I declare that all the information on this form is correct and complete in every detail and understand the inaccurate information I provided could lead to non-acceptance of my application.
2. I authorise SPI to obtain further supporting information or official student records, from me and any other institutions where necessary in regard to my application.
3. I must provide evidence either prior to suspension or after resuming studies.
4. My tuition fee schedule will not change due to suspension and I will pay on or before the due date.
5. My enrolment may be cancelled if I failed to resume studies within two weeks after the suspension date.
6. My enrolment may be cancelled if I provide false or misleading information with regards to my deferral/suspension.
7. I understand that I have to withdraw my enrolment if my suspension or deferral (and subsequent extension) is more than 1 year.
8. I must leave Australia if my suspension is for more than 28 days unless unfit to travel as evidenced by a doctor's certificate.
9. I am aware that withdrawing after deferment and suspension may impact my eligibility for a refund.
10. I have read SPI's *Student Deferral, Suspension and Cancellation Policy* and understand that the changes to my enrolment may result in a change of CoE or the status of my student visa.
11. I acknowledge and agree that SPI would use my information where necessary based on SPI's *Record and Information Management Policy.*

Signature of Student	Date (dd/mm/yyyy)

Office use only

Deferment	Suspension
☐ Complete course variation in PRISMS	☐ Record suspension in SMS & PRISMS
☐ Complete course variation in SMS	☐ Complete resumption upon return
☐ Revised Offer Letter signed	☐ Enrolment extension if requried
☐ Notify student of the application decision in writing along with reasons, and provide details on how to access the appeal process in case of refusal.	

Staff processed: _____

Signature of Staff	Date (dd/mm/yyyy)