



<b>DEFERRAL, SUSPENSION FORM</b>			
<b>SECTION A - PERSONAL DETAILS</b>			
<b>STUDENT NAME:</b>			
<b>STUDENT ID:</b>		<b>DATE OF BIRTH</b>	
<b>COURSE CODE:</b>			
<b>COURSE NAME:</b>			
<b>CONTACT NUMBER:</b>			
<b>ADDRESS IN AUSTRALIA (IF APPLICABLE)</b>			
<b>ADDRESS IN HOME COUNTRY:</b>			
<b>SECTION B - REQUEST</b>			
<b>I would like to apply for</b>			
<input type="checkbox"/> <b>Deferral</b> <input type="checkbox"/> <b>Suspension (Leave of Absence)</b>			
<b>of my enrolment at Education Training and Employment Australia and I am aware that:</b>			
<ol style="list-style-type: none"> <li>1. ETEA will only grant a deferral of commencement or temporary suspension of study if there are compassionate or compelling circumstances.</li> <li>2. Attach any relevant supporting documentation to this application form, or as soon as possible after lodging this form.</li> <li>3. This form will be assessed once all documentation has been received.</li> <li>4. ETEA may ask for more documentation, if required.</li> <li>5. Applications are usually processed within 5 working days.</li> <li>6. I must seek advice from the Department of home affairs (DHA) on the potential impact on my student visa because of changes to my enrolment status.</li> <li>7. I will be responsible for coordinating with my trainer to organize the catch-up classes and assessments which I will miss because of suspension.</li> </ol>			
<b>Reason for the Request:</b>			
<hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/>			

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Deferral, Suspension (Leave of absence)	Company name	ETE A	Issued:	May 2024	Ver 3
Authorised by QMC	CRICOS # 02925E	RTO # 5089	Review:	24 months		
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 1 of 2	

---



---



---

**SECTION C – EVIDENCE DOCUMENTATION**

Please indicate the type of evidence documentation you are attaching to your application.

- Medical Certificate
- Flight Tickets
- Others (provide details)

---



---

Student’s signature: ..... Date: .... /...../.....

**SECTION D – OFFICE USE ONLY**

- APPROVED – Please attach the new ECOE, Course Variation and Letter of approval to this form and provide a copy to the student.
- NOT APPROVED - Please attach the refusal letter and provide a copy to the student.

International Student Coordinator

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Deferral, Suspension (Leave of absence) Form	Company name	ETEA	Issued:	May 2024	Ver 3
Authorised by QMC		CRICOS # 02925E	RTO # 5089	Review:	24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 2 of 2	