

Application for Temporary Suspension of Studies

SECTION 1 – Personal details

Student number: _____
 Email address: _____
 Family Name: _____
 Given Name: _____
 Date of Birth: _____
 Mobile Phone: _____
 Mailing address: _____

Please extend my end date: YES <input type="checkbox"/> NO <input type="checkbox"/>	I am enrolled in a future course(s): YES <input type="checkbox"/> NO <input type="checkbox"/>
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TERMS AND CONDITIONS

- As temporarily suspending your enrolment may affect your student/other type visa you must discuss this request with your education agent with regards to your visa requirements. You may also contact the Department of Home Affairs (DHA) on 131 881 for further assistance.
- GCLC can only temporarily suspend your enrolment on the grounds of compassionate or compelling circumstances and must be supported with documentary evidence.
- Mild illnesses, holidays and work commitments are not considered acceptable reasons to apply for a Temporary Suspension of Studies.
- Your course fees must be up to date as per your Payment Plan and this change will attract an Administration Fee of \$70.00.

SUSPENSION APPLICATION

From: _____
 To: _____

Reason for suspension request (attach support documents and additional pages):

DECLARATION

I hereby apply to suspend my course of study and acknowledge that this application will be processed in accordance with the GCLC, Deferral, Suspension and Cancellation Policy, which I have read and understood. A decision will be provided to me within 10 working days of this application being completed. I understand that if my application is declined, I will have 20 days to access the Appeals process as detailed in the Student Handbook. I understand that suspensions of study will not be granted for more than a 6 month period.

 Student's Name (print name)

 Signature

 Date



LEAVE OF ABSENCE FOR MEDICAL REASONS

If you're applying for a leave of absence because of a serious illness or injury, you need to provide one or more of these documents, depending on your situation:

- Medical Impact Statement
- medical certificate
- specialist report, such as a psychiatrist's or surgeon's report
- treatment plan
- personal statement that explains how the treatment plan will put you back on track to study.

If you hold an international student visa, you must remain enrolled and attend classes until you receive confirmation that your Temporary Suspension of Studies has been granted.

Failure to remain enrolled in your course, comply with the requirements of your student visa, or failure to apply for and be approved for an official Temporary Suspension of Studies for a course/study period in which you do not intend to study, may result in the cancellation of your course. If this happens, you will need to re-apply for admission into the current version of the course.

Note: If the course structure has changed since your original course admission, some of the units you have completed may not be included in the new course structure.

As an international student, you can usually take a leave of absence for six months at most. If the reason you are on leave persists for more than six months, you need to speak to an international student adviser.

OFFICE USE ONLY (This section is to be signed by an Enrollments officer)

Received by and date:	
Payment received:	
Approved/not approved by and date:	
Notes and evidence provided:	
Actioned in eBECAS by Admissions and date:	
Agent and Student advised by Admissions and date:	
Actioned in eBECAS by SPO and date:	
Actioned in PRISMS by Admissions and date:	