

# APPLICATION FOR DEFERRAL OR SUSPENSION OF STUDIES



## Information to Students

Please read the information and complete this form, sign and send to AIWT Student Services together with relevant evidence. Please read the Deferment, Suspension or Cancellation Policy & Procedure and the terms and conditions of your enrolment. Contact Student Services in person or phone 08 92499688.

**This Application must be approved in writing by AIWT Student Services**

1. If you are a Campus based student, please book an appointment and see us in person or
2. If you are a trainee, please contact your trainer plus inform Student Services with an email
3. If Offshore email [futurestudents@aiwt.edu.au](mailto:futurestudents@aiwt.edu.au)

**Processing Time:** Allow seven days (7) to receive a written confirmation from AIWT.

Section A - Personal Details							
<b>AIWT Student ID Number</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>			
Family Name	Given Name						
Phone:	Email:						
<b>Onshore and Australian Students:</b> Australian Address: Street:  Town/Suburb:  State: Postcode:	<b>Offshore - International Students only</b> Overseas Address: Street:  Town/Suburb: State: Post Code:  Country:						
I wish to apply to	<input type="checkbox"/> Defer my course prior to commencement <input type="checkbox"/> Suspend my course during a Study period ( <i>arrange a meeting with student services</i> )						
Student Type	<input type="checkbox"/> International (Student Visa) ( <i>must arrange a meeting</i> ) <input type="checkbox"/> Domestic Full Fee Paying <input type="checkbox"/> Domestic Government Funded (PIT & Traineeship)						
<b>Reasons for Application:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Serious Illness (must be supported by a medical certificate)</li> <li><input type="checkbox"/> Bereavement of an immediate family member (accompanied by a death certificate)</li> <li><input type="checkbox"/> Natural Disaster or Major political upheaval (supported by relevant evidence)</li> <li><input type="checkbox"/> Traumatic Experience e.g. Involvement in an Accident, Witnessing or being a victim of crime (supported by a police or psychologists report)</li> <li><input type="checkbox"/> Provider was unable to deliver a pre-requisite unit</li> <li><input type="checkbox"/> Inability to start study due to a student visa delay</li> <li><input type="checkbox"/> Visa has changed</li> </ul>							

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**Please describe the reason for your application in detail:**

**I can provide the following evidence to support my application – please provide certified copies and keep the original for your own records:**

**Expected Return Date:**

*(Max timeframe is 1 study period)*

Please read the following important information

### **Declaration**

- I have read and understood the deferment, suspension and cancellation policy;
- I have provided accurate and truthful information to support my application;
- I have provided my current contact details
- For work placement students only.* I have informed my employer
- International Students only:* If you have already been granted a student visa the deferment or suspension of your enrolment may affect your student visa. We are required to notify the Department of Home Affairs via PRISMS of the change in your enrolment.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(If you are under 18 years of age)*

<b>OFFICE USE ONLY</b>	
Application Approved? <i>If 'No', please provide a reason.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date	
Processing Officer	

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<b>OFFICE USE ONLY</b> <i>Student Services Officer to Complete</i>		
Form Received:	Completed	Officer
Date:		
Has this student changed or extended studies previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, has the validity for this case been checked and supported by relevant evidence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If course suspension, has meeting been conducted?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Has agent been informed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does OSHC needs to be amended?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Are there any outstanding fees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accounts informed, and future invoicing updated	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Deferment and Suspension</b>		
Expected Day of Return (Term Start Date)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Student will be contacted by who and when (noted in outlook month and year)? Name: _____ Date: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Letter of approved Deferral/ Suspension sent to student.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Application approved by Student Services and all stakeholders have been informed.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Record Keeping</b>		
If this is an international student, have PRISMS been updated?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
If this is a work placement student, has the employer been informed?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Has course dates been amended on Powerpro?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Has form been uploaded onto Powerpro?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trainer have been informed via email.	Yes <input type="checkbox"/> No <input type="checkbox"/>	