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# **Application for Suspension of Studies**

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## Pursuant to the Deferment, Suspension or Cancellation Policy & Procedure

Please read the information and complete all relevant pages of this form. Sign the declaration and send the document to Australian Technical College Western Australia (ATCWA), either by hand, or by email to [admissions@atc.wa.edu.au](mailto:admissions@atc.wa.edu.au) or by post to the below address, together with the receipt for payment of fees (if applicable).

Student Administration  
Australian Technical College Western Australia  
8 Francis Street  
Perth WA 6000

<b>Student Number:</b>	<b>Family Name/Surname:</b>
<b>First/Given Name:</b>	
<b>Course Suspending from:</b>	

<b>Address:</b>		
	<b>Suburb:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Mobile:</b>	
<b>Email:</b>		

<p style="text-align: center;"><b>Reasons for Applying to Suspend Studies</b> (Please note that this must be for an exceptional reason such as on medical grounds or other compassionate or Compelling reasons. Please refer to the relevant policy &amp; procedure for details.)</p>



## Duration of Suspension of Studies Requested

Please explain how much time you require away from the course: \_\_\_\_\_

Please note if your suspension of studies application is approved and is more than 3 weeks of the term/study period you may need to repeat the unit(s) or term/study period depending on the course, study load and the amount of leave approved.

Note also that permission for suspension of studies is only valid for up to a maximum of six (6) months. If you wish to take more than six (6) months of suspension of studies, your visa may be cancelled and you will be required to reapply. Approval will not automatically be granted on subsequent applications.

I wish to return on Date \_\_\_\_\_ Year \_\_\_\_\_.

## Documentary Evidence

This application will not be considered without the appropriate supporting evidence such as a letter from a medical practitioner and/or sufficient compassionate or compelling evidence.

You should only provide certified copies of the originals (translated in English where relevant) and keep the original copies for your own records.

I have enclosed the following documentary evidence in support of my application:

\_\_\_\_\_

\_\_\_\_\_

### **Please read the following important information:**

- Your Suspension of Studies is not valid until this form is received by Admin Officer or Student Support Officer and approved by The Director of Studies and/or Operations Manager.
- If money such as any outstanding tuition fees must be paid, this money must be cleared prior to proceeding with the application – it will not be considered without full payment. This provision is in place to prevent students from taking a suspension of studies due to overdue tuition fees. Please note that if you have outstanding fees or loans, the application will not proceed.
- Please ensure that ATCWA has up-to-date contact information for you. If you do not receive your letter because you have changed address and you therefore do not contact us by the required date, your place will automatically be forfeited.
- Should you wish to withdraw from the course during the period where you have suspended your studies, please notify ATCWA in writing, addressed to Admin Officer or Student Support Officer.



## Declaration

I have read and understood the above information:

<b>Student's Signature:</b> _____	<b>Date:</b> _____
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Please tick  one of the boxes below:

- I have started the study period and have applied for a Suspension of Studies PRIOR TO Week 4.  
 ~ OR ~  
 I have started the term and have applied for a Suspension of Studies AFTER Week 4.

**(Admin Officer or Student Support Officer to Complete)**

~ Office Use Only ~	
<b>Date Form Received by Administration:</b>	/ /

<b>Approved/Denied by Staff Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Student will suspend their studies for (time period)?</b>		_____ weeks / months
<b>Notification of Acknowledgment of Approved/Denied Suspension of Studies Sent?</b>		/ /

	Date	Initials
<b>RTO Database Updated</b>		
<b>Student Access to the website removed (if applicable)?</b>		
<b>Teaching Staff notified?</b>		
<b>Attendance Lists amended?</b>		
<b>Relevant Registers Update (attendance, course progress etc.)</b>		
<b>Relevant Staff Notified?</b>		
<b>This form and a copy of the Approval Notification (and transcript if relevant) placed in student's file?</b>		
<b>Student file put into the relevant section in the filing cabinet?</b>		