

Submission:

Submit form no earlier than 10 working days & no less than 5 working days prior to deferment/suspension date requested.

Deferral or Suspension Form

Form complies with policy P13-HV Deferral, Suspension or Cancellation

* This form is for International Student ONLY

STUDENT DETAILS

Student ID: Date of Birth: Mobile:
 Family Name: Given Name:

DEFERRAL OR SUSPENSION DETAILS — Deferral Suspension

Course Name: Course Code:
 Commence Course: Yes No If Yes, date of last class attendance:
 Deferral/Suspension Period from: to (_____ weeks/months)

Baxter Institute may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:

- On medical grounds (with supporting documents). Further documental evidence may be requested at the discretion of the Institute; or
- In the exceptional compassionate circumstances beyond the students control and which affect the student's course progress or well being, such as serious illness, death of a close family member, major political upheaval or natural disaster, a traumatic experience or another exceptional event. Independent evidence of the exceptional circumstances is required for the application to be assessed.
- In exceptional circumstances Baxter Institute may be unable to deliver a unit or units as a result of factors beyond its control. Where this situation exists (or one or more of the units that cannot be delivered is a prerequisite unit) students can have their study load adjusted and a deferral may be applied for. This basis for deferral is only available if the student can schedule units of competency so that they can complete their studies within the approved duration.

Reasons for Deferral or Suspension:

Illness Natural disaster
 Death of a close family member Traumatic experience
 Major political upheaval Other. Please specify

Please attach relevant supporting documental evidence with this application.

Applicable fee—Student Declaration:

I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing time of the application. I understand that taking a suspension during studies does not alter or affect the payment plan signed, regardless whether the duration of the course has been changed. I understand that the course delivery, time-table, training plan & duration maybe affected & the flexibility of the time-table may not be available. I also accept that any subsequent deferrals granted will incur a fee \$200.

Student Signature: Date:

If approved, the Institute will report your deferral or suspension to Department of Immigration and Border Protection (DIBP) which may affect the status of your visa. If you require more information as to how this action may affect your visa status, contact your local DIBP office or phone DIBP helpline 131 881.

FOR OFFICE USE

Date of Submission: Administrator's name: Signature:
 Finance Check: Application Fee for subsequent deferral: \$200 paid: Yes No NA
 Comments:
 Finance Officer's name: Signature:
 Progress Check: Improvement required: Yes No
 Student Support Officer's name: Signature:
 Student notified by letter sent on: Update PRISM:
 Application approved: Yes No Admission Officer's name: Signature:

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