Deferment or Suspension Request Form (International Education)

International students seeking a deferment must ensure submission of this form at least two weeks prior to the commencement of classes. Please refer to the information provided around the Deferring, Suspending or Cancellation of Enrolment available on the TasTAFE website for further details regarding deferment or suspension of studies.

Approval of your deferment or suspension request will be dependent on the submission of documented evidence demonstrating compassionate or compelling circumstances.

This form is for international students seeking a deferral of their studies and should be completed and signed by both the student and the Education Manager. In the event that a deferment or suspension is granted by TasTAFE, it is the student's responsibility to resume their study within the specified time frame.

# Section 1 – Student Details

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| **Family Name:** |
| **Given Name:** |
| **Date of Birth:** |
| **TasTAFE Student ID:** |
| **Mobile:** |
| **Address:** |
| **Email:** |

# Section 2 – Course Details

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Start Date:** |
| **End Date:** |

# Section 3 – Deferment/Suspension Information

1. **Have you already applied for your student visa?**

**Yes No**

1. **Do you intend to leave Australia if your application is approved?**

*Deferring or suspending your studies may affect your student visa. Please contact the Department of Home Affairs to discuss implications on your visa status if TasTAFE approves of your application.*

**Yes No**

1. **Please indicate deferment/suspension dates:**

Deferring/Suspending from \_\_\_\_\_\_\_\_\_\_\_(DD/MM/YYYY) to commence/recommencement \_\_\_\_\_\_\_\_\_\_\_(DD/MM/YYYY)

1. **ELICOS students only:**

Number of weeks of leave: \_\_\_\_\_\_\_\_\_\_\_

# Section 4 - Reason for Deferment or Suspension of Studies

**Please explain the reason you wish to defer/suspend your course.**

**Give full explanation of compassionate/compelling circumstances below (please attach supporting evidence).**

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# Section 5 – Student Declaration

I have read and understood the TasTAFE Deferring, Suspending or Cancellation of Enrolment process, including my responsibility to resume classes within the allowable time (maximum of 12 months).

TasTAFE is gathering your details on this form in compliance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to facilitate your request. Your personal information will not be shared with any third party without your consent, except where authorized or mandated by law.

* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

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| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

# Section 6 – Education Manager Approval (Suspensions only)

The Education Manager and delivery team have reviewed the international student’s request for a Suspension. TasTAFE can commit teaching resources to support the international student to a successful completion as outlined in the expected course completion date.

* I understand that the TasTAFE International team will review and provide an outcome of this application based on compliance to the ESOS legislative framework.

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| **Approved Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Expected course completion date (DD/MM/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Education Manager (or delegate) Name:** |
| **Education Manager (or delegate) Signature:** |
| **Date (DD/MM/YYYY):** |

# Section 7 – Office Use Only

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| **Approved** **Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TasTAFE International Delegated Staff** |
| **Position:** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |

Record Number: DOC/24/153974