

Student Deferral (Suspension) Request Form

As a student of AMCA you may request that your studies be deferred/suspended for a period of based on your 'study period' with compassionate or compelling circumstances.

This application form is provided to the Student Services when as an enrolled student of AMCA you wish to either:

- **Defer:** request that your enrolment commencement date is changed to a later date.
- **Suspend your studies:** request to take a '**leave of absence**' from your enrolled course during a scheduled term or semester.

Please refer to the Student Information Handbook for the full policy

Before you apply please check each point as below:

1. My course fees are up-to-date (Yes tick) ☐
2. I have read the full policy (Yes tick) ☐
3. I understand there are limited circumstances (Yes tick) ☐

How to apply:

1. Complete this application form, detailing the reason for the request in the space provided (attached separate letter if needed)
2. Ensure that evidence to support your request is attached
3. Submit the completed application form
4. You will be advised in writing of the outcome of this request within 5-working days.

STUDENT DETAILS	
Name:	
Student number:	
Course:	
Start of deferment:	End of deferment:
Reason for request:	

OVERVIEW - Deferment, suspension or cancellation

A Student's enrolment may be deferred, suspended, or cancelled on the following grounds:

- Where a student does not arrive in time to commence classes for the relevant term of study, AMCA may defer or cancel the student's enrolment;
- Where a student elects to apply for RPL and there are no other units in which the student can enrol in the relevant term of study;
- Where a student elects to defer or suspend their studies as outlined in AMCA policy.
- Non-payment of any fees owing to AMCA;
- Failure to meet AMCA's course progression standards;
- Failure to attend classes regularly and sufficiently to ensure satisfactory course progress can be maintained. The applicant will attend all classes, assessments and examinations during the course and will abide by the policies and procedures of AMCA at all times.

Enrolments may be cancelled by AMCA for:

- 'Inappropriate course progress'.
- Misconduct by the Student as outlined in the AMCA code of conduct and policy; and
- Failure to maintain a continuous valid enrolment.

Deferring, suspending or cancelling an enrolment may affect a Student's Visa. Students should always contact the DHA for advice on how to make a change to their enrolment status as this may impact on their Visa.

See the Deferral, Suspension and Cancellation Policy and Procedure located at page 82 on the student Handbook.

STUDENT'S DECLARATION

I hereby certify that the information I provided in this form is correct and complete. I acknowledge that the provision of incorrect or incomplete information may result in a delay or prevent this processing.

Sign:

Date: