

Application for Suspension of Studies, Deferral and/or Leave Form

Your Details

Student ID number:

USI:

Course enrolled in:

Given/first name:

Family name:

Address:

State:

Postcode:

Email:

Contact phone:

Mobile:

Leave Details – Please tick and submit the supplementary evidence documentation to justify your reasoning. Further evidence may be required. If unsure of the requirements, please speak to Student Services.

I am applying for:

Leave of Absence

Suspension/deferral

Dates requested for leave:

From:

To:

Term:

Year:

Grounds for requested leave:

Medical

Exceptional Circumstances

To be eligible, the student must supply the following:

- a letter explaining why the leave is required; and
- if travelling overseas, two-way airplane ticket(s) detailing the departure and return dates; and/or
- for medical reasons, medical certificate and other supporting documentation.

Student Declaration

I declare that:

- All the information provided in this application is complete and correct.
- I confirm that I have read and understood RGIT Australia's requirements in submitting this application, as per their *Deferment, Suspension, Withdrawal and Cancellation Policy and Procedure*.
- I understand that failure to provide correct information or documentation in relation to this application may result in a rejection of my application.
- I understand that if the supplementary documentation evidence I have provided is deemed to be questionable, necessary precautions, such as contacting the respective source, to validate the document, may be conducted.
- I acknowledge that if my period of suspension, deferral and/or leave results in the need to repeat a unit, a term or a period of study, I will extend my Confirmation of Enrolment (COE) end date if applicable.
- I also acknowledge that this leave period may affect my student visa and I understand that if I need to seek further information from the Department of Home Affairs, I will either check their website, contact their helpline (131 881) or attend their office regarding advice about my visa.

Student's signature: _____

Date: _____

DISCLAIMER: This request is subject to confirmation of acceptance, which will be decided by RGIT Australia after reviewing your application. Only full applications with all the required supporting documentation included with the application will be considered. The suspension, deferral and/or leave will only take effect once the decision of acceptance has been made. Please allow 5 working days for your application to be processed. Please refer to the Deferment, Suspension, Withdrawal and Cancellation Policy and Procedure for more details; available at www.rgit.edu.au/policies.

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Office Use Only

Supported by Student Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Student Services staff signature:			
Approved by Finance <i>Note: If approved, Finance to modify account if applicable.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
If No: What amount is outstanding \$	What was the due date of these fees?		
Finance staff signature:			
Processed by Admissions <i>Note: If approved, Admissions to notify the Timetable Office.</i>	<input type="checkbox"/> Yes		Date:
Admissions staff signature:			