



Deferment or Suspension of Enrolment Application Form

Student Initiated Deferment or Suspension

First Name:	Student ID Number:
Last Name:	Date of Birth:
Commencement Date:	Date of Application:
Completion Date:	Signature of Applicant:
Contact Number:	Name of Lecturer:
Email Address:	Deadline: office use only
Current Residential Address:	

Are you leaving Australia? Yes No

If YES, please a copy of your itinerary to this application.

If YES, please complete the overseas contact details section below as per DIAC requirements:

House Number:	Street Name:
Name of Suburb/ District:	
State:	Country:
Overseas Contact Number:	

Please tick one of the following options to indicate the type of enrolment status required for the deferment of suspension of studies process.

- | | |
|--|--|
| <input type="checkbox"/> Deferment - prior to course commences | <input type="checkbox"/> Suspension - during the current enrolment |
| <input type="checkbox"/> On Shore <input type="checkbox"/> Off Shore | <input type="checkbox"/> On Shore <input type="checkbox"/> Off Shore |

Are you planning to do 'catch up' classes to compensate the time lost during the deferment or suspension?

Yes No

Please Note:

If you wish to defer or suspend your course due to compassionate and compelling circumstances you must complete a Deferment or Suspension of Enrolment Application Form and submit the form to the IHMA Administration Officer. This written application must include supporting documentary evidence to be assessed and approved by including (where appropriate):

- Death Certificate
- Marriage Certificate
- Police Report
- Medical Certificate
- Travel Itinerary
- Statutory Declaration where evidence is unavailable

The process of deferment or suspension may affect your student visa. If you have any enquiries, you should visit the DIAC website www.immi.gov.au or call the DIAC helpline on 131 881 or contact your local DIAC office for advice to prevent an unsatisfactory visa outcome.

If you return prior to the deferment or suspension stated date or expected date, you must notify IHMA as soon as possible.

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Please tick one of the following options to indicate the reason for deferring or suspending your course?

- Serious illness or injury, where a medical certificate states that you are unable to attend classes
- Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
- Delay in being issued a student visa
- A traumatic experience which could include
 - Involvement in or witnessing a serious accident
 - Witnessing or being the victim of a serious crime
 - Other, please explain:

Office Use

This application has been assessed and approved or rejected by

Position Academic Registrar

Print Name _____

Signature _____

Date _____

Deferral or Suspension Start Date _____

Deferral or Suspension End Date _____

PRISMS Action by:		Processed Copy on Student File
Date of Action:		

Finance Review by:		Stamp of Approval
Date of Review:		

Attachments of evidence review by:		Stamp of Approval
Date of Review:		

Wisenet Review by:		Stamp of Approval
Date of Review:		

Data and Student's File Updates

Data	Name of Officer	Date
Quickbooks		
Wisenet		
Copy on Student Administration File		
Student File Archive? Yes <input type="checkbox"/> No <input type="checkbox"/>		

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