



## DEFERRAL, SUSPENSION (LEAVE OF ABSENCE) FORM

### SECTION A - PERSONAL DETAILS

<b>STUDENT NAME:</b>			
<b>STUDENT ID:</b>		<b>DATE OF BIRTH</b>	
<b>COURSE CODE:</b>			
<b>COURSE NAME:</b>			
<b>CONTACT NUMBER:</b>			
<b>ADDRESS IN AUSTRALIA (IF APPLICABLE)</b>			
<b>ADDRESS IN HOME COUNTRY:</b>			

### SECTION B - REQUEST

I would like to apply for

- Deferral**     
  **Suspension (Leave of Absence)**

**of my enrolment at Melbourne Institute of Training and Technology and I am aware that:**

1. MITT will only grant a deferral of commencement or temporary suspension of study if there are compassionate or compelling circumstances
2. Attach any relevant supporting documentation to this application form, or as soon as possible after lodging this form.
3. This form will be assessed once all documentation has been received.
4. MITT may ask for more documentation, if required.
5. Applications are usually processed within 5 working days.
6. I must seek advice from Department of Immigration and Border Protection(DIBP) on the potential impact on my student visa as a result of changes to my enrolment status.
7. I will be responsible to coordinate with my trainer to organize the catch-up classes and assessments which I will miss as a result of suspension

**Reason for the Request:**

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Document Name	Deferral, Suspension (Leave of Absence) Form	Company name	MITT	Issued:	July 2018	Ver 2
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**SECTION C – EVIDENCE DOCUMENTATION**

Please indicate the type of evidence documentation you are attaching to your application.

- Medical Certificate
- Flight Tickets
- Others(provide details)

\_\_\_\_\_

\_\_\_\_\_

Student's signature: ..... Date: ...../...../.....

**SECTION D – OFFICE USE ONLY**

- APPROVED – Please attach new ECOE, Course Variation and Letter of approval to this form and provide a copy to the student.
- NOT APPROVED - Please attach the refusal letter and provide a copy to the student.

International Student Coordinator

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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