

<b>Form</b>	No: <b>ST12.2</b>
	Name: <b>Suspension Form</b>

Personal Details	
Given Name:	Student ID:
Family Name:	Class/ Level:
Course:	Date of Birth: ____/____/____

Home Address - AUSTRALIA	
Address:	
Suburb:	Post code:
Home Phone No:	Mobile No:
E-Mail:	

***This form is to be completed by studying international students wishing to apply to place their studies temporarily on hold. As leave of absence may affect your visa, you are advised to contact Student Services prior to completing this form.***

**You must read the important information below carefully:**

- As an international student you are able to take leave of absence or temporarily put your studies on hold **only in certain limited circumstances** on the grounds of **compassionate or compelling circumstances**. Compassionate or compelling circumstances may include **serious illness or injury**, involvement in a **serious accident or serious illness or bereavement of a close family member**.
- You must attach **supporting documentation** when applying for leave in the form of **medical certificates, boarding pass, flight details** or other appropriate documentation.
- The Department of Home Affairs (DHA) allows leave of absence on compassionate or compelling circumstances for a maximum of one semester or six months. If you take leave for more than six months your electronic confirmation of enrolment (eCoE) and your visa will be cancelled. Therefore, before resuming your studies you must obtain a new eCoE from the Admissions Manager and apply for a new student visa.
- In general, you must depart Australia within 14 days from the start date of your leave. You must provide a copy of your air ticket to Admissions Manager. You are only permitted to stay in Australia if your leave of absence is less than 28 days in duration or if you are unable to travel due to medical reasons. In this case a medical certificate must be provided as evidence.
- If you do not provide supporting documents or you have been granted leave for circumstances other than mentioned above UE must inform DHA that you have ceased your studies. In such cases your visa will be cancelled and before resuming your studies you must obtain a new eCoE from the Institute and apply to for a new student visa.
- UE recommends that students contact DHA telephone 131 881 or <https://www.homeaffairs.gov.au/> for further advice regarding their individual circumstances.
- NOTE:** *DHA has discretionary power to cancel a student visa where we defer or suspend the studies of a student visa holder because of the student's conduct or our approval is based on fraudulent/misleading evidence relating to the deferral/suspension.*

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## Student Application for Suspension of Enrolment

### STUDENT TO COMPLETE

Please select your reason for your application for leave of absence (or attach letter)

Course Name:	
Start date of Leave of Absence:	
End date of Leave of Absence:	

### Reason for Request


### Declaration

I understand that:

- That this is a request for leave of absence and that the application will be considered in accordance with the Institute's Deferment, Suspension or Cancellation Policy
- I will be informed of the outcome of this request including the reasons for the outcome
- I understand the implications for my student visa
- I have attached all required supporting documentation
- I will notify the Institute in writing if my circumstances change and/or I will not be recommencing my studies immediately following the period of approved leave at least 28 days before the approved end date of Leave of Absence.
- The Leave of Absence applied for does NOT exceed one semester.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Date Received:	Approved: <input type="checkbox"/> Yes / <input type="checkbox"/> No
Processed By:	Letter Issued Date:
Reasons:	

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