

Application for Suspension form

About this form

This form is to be used when making an application to suspend your enrolment into any courses that you have enrolled with you.

You may suspend your studies for up to 12 months, providing evidence of compassionate or compelling circumstances to defer your studies.

Compassionate and compelling circumstances may be considered, such as involuntary and outside your control circumstances, e.g. medical, family, well-being, or enrolment circumstances. Please ensure that supporting evidence will be attached with your application (egg a medical certificate).

Personal details (as shown on Passport)

Given name/s			
Surname			
Qualification Code		Qualification name	
Commencement date		Agent detail	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Nationality		Student number	
Address including street number and name, suburb or town, postcode and country			
Postal address (if different)			
Phone number/s			
Email address			

Reason for suspension

Please briefly describe the reason you have decided to suspend your studies.	
Please specify the dates you would like to suspend your studies from and to (up to a maximum of 12 months).	
Name	
Signature	
Date:	

OFFICE USE				
Outcome:	<input type="checkbox"/> Approved			
	<input type="checkbox"/> Not Approved			
	If not approved - the student has the right to access the complaints and appeals as outlined in ACE College's Complaints and Appeals Policy			
Comments/ Reasons:				
Approval by:				
Position:				
Full Name:				
<input type="checkbox"/> The student has been informed of the resulting decision.				
<input type="checkbox"/> All records of the request and supporting evidence have been copied and placed on the student's file				
Signature:		Date:	/	/