

STUDENT DETAILS

Student Number: _____ Email: _____
Surname/Family Name: _____ (Email address must be provided in block letters)
Given Name(s): _____ Mobile: _____
Nationality: _____ Address: _____
Visa Type: _____

COURSE INFORMATION

Suspension Effective Start date: / / Suspension Effective End date: / /

Greenwich English courses you are or have been enrolled in:

General English	CAMBRIDGE:
IELTS Preparation	KET
English + Creative Technology	PET
English for Business	FCE
English for Vocational Studies (EVS)	FCE On-Demand
English for Academic Purposes (EAP)	CAE
Pronunciation in Context	CPE

Greenwich Management courses you are or have been enrolled in:

Certificate II in Workplace Skills	Graduate Diploma of Management (Learning)
Certificate IV in Business	Cert. IV in Project Management Practice
Diploma of Business (Digital Transformation)	Diploma of Project Management
Cert. IV in Leadership and Management	Adv. Diploma of Program Management
Diploma of Leadership and Mgmt.	Cert. IV in Marketing and Comm.
Advanced Dip. of Leadership and Mgmt.	Diploma of Marketing and Comm.

Greenwich Hospitality courses you are or have been enrolled in:

Certificate III in Commercial Cookery
Certificate IV in Kitchen Management
Certificate III in Hospitality
Certificate IV in Hospitality
Diploma of Hospitality Management
Advanced Diploma of Hospitality Management

REQUEST

SUSPENSION – Effective day (Monday)

Once approved, your studies will be put on hold for 1 term / up to 8 weeks on the grounds of compassionate or compelling circumstances. You will not be marked absent from your classes and you may return to study after advising the college of the date of your return.

To be eligible to suspend your course, you need to satisfy each of the following requirements:

REQUIREMENT 1:

You have compassionate or compelling reasons to temporarily suspend your course (Please provide evidence)

REQUIREMENT 2:

You are planning to resume your course within 6 months or your course end date is less than 6 months from the date of completing this form

REQUIREMENT 3:

You have paid all your tuition fees including the following payment due after the suspension effective date

- * Compassionate reasons for course suspension requests are defined as referring to the death of close family, serious and/or chronic psychosomatic or terminal disease and life threatening health condition or medical treatment. Additionally, major political upheaval or natural disaster in the home country requiring emergency travel and traumatic experience such as involvement in or witnessing of a serious accident or crime can be considered as compassionate and compelling reasons. All the above need to be supported by relevant documentation.
- * Further medical evidence, such as a report from a specialist, may be requested to support doctor's assessment where conditions including but not limited to mental health and other illnesses have been diagnosed.
- * Extended suspension (4 months to a maximum of 6 months) may be granted only if sufficient medical evidence is provided.
- * No outstanding fees at the time of submission.

REASON

Provide the reason for this request

DECLARATION

I understand and agree that:

I will continue to attend classes as per usual, until I receive further information on the outcome of my application.

Changes to my enrolment may affect the status and validity of my visa, and that I should contact the Department of Home Affairs for further information.

Signature: _____

Date: / /

OFFICE USE ONLY

Received on Date: / /

By: _____

Approve Reject

Reason: _____

Signature: _____

Date: / /

	YES	NOT APPLICABLE
Email Sent:		
PRISMS updated:		
STARS updated:		
Release Letter Sent:		

Signature: _____

Date: / /