

**DEFERMENT AND SUSPENSION FORM**

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_ **Mobile number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Course name:** \_\_\_\_\_  
**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_  
**Agent Name:** \_\_\_\_\_

**DURATION OF LEAVE:** (Extended leave, 4 weeks or more)

**Start of leave:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **Week:** \_\_\_\_\_  
**End of Leave:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **Week:** \_\_\_\_\_  
**Total weeks absence from College:** \_\_\_\_\_

Will you be travelling overseas during this time?: ☐ Yes ☐ No

**SUPPORTING EVIDENCE REQUIRED:****Medical Reasons**

- A Medical Certificate must be provided, covering the full duration of the leave being requested and provide sufficient information as to why the extended leave is required

**Maternity Leave**

- Expected Delivery Date: \_\_\_\_\_
- A Yellow Card must be provided if the delivery will be in Australia
- A Medical Certificate must be provided covering the duration of the leave being requested

**Compassionate or compelling reasons**

- Evidence of the compassionate or compelling reason listed above must be provided
- If you require leave to care for a family member you must provide proof of family relationship and evidence of the reason for leave which should give reason to explain the length of leave being requested

**Flight tickets**

- If you will be out of country during your leave you must provide flight tickets showing your departure date and return date to Australia

**IMPORTANT:**

- All relevant and required evidence must be provided along with this application form
- All due tuition must be paid up until the date the Complete application was received
- Academic Records must be up to date at the time the leave commences
- Deferment or suspension can only be granted under compassionate or compelling grounds, which has been supported by appropriate evidence
- Where deferment or suspension is granted, NCCS will place the enrolment 'on hold' for an agreed period of time - to a maximum of 6 months.
- If the deferral or suspension is required for longer than 6 months the student should cancel their enrolment and re-apply later.
- Where deferment or suspension impacts the end date of the student's CoE, a new CoE will be issued at that time, or at a later point when the student's date of return is known.

### ACADEMIC PLAN: (NCCS to complete)

Unit Code	Study Term	Result Code	Action required

### ACTION PLAN: (NCCS to complete)

☐ Catch up only (No extension) ☐ Extension to course:

Visa Expiry: \_\_\_\_\_ New Course End Date: \_\_\_\_\_

### PAYMENT PLAN: (NCCS to complete)

Item	Qty	Amount	Total
Change to CoE Fee (Where new CoE is to be issued)		\$100	
Deferment Fee (Per term student is unable to commence)		\$500	
Reassessment Fee (Catch up plan only - Per assessment)		\$250	
TOTAL			

Next Tuition Fee Due Date: \_\_\_\_\_

### STUDENT DECLARATION:

I declare that I: \_\_\_\_\_

- Have provided true and authentic details and evidence in relation to this application
- Understand my deferment/suspension will be notified to Immigration by updating my CoE
- Understand I should contact Immigration to seek advice regarding my change of status and whether a new student visa is required
- Will follow the Academic Plan provided above
- Will pay all relevant and additional fees and charges relating to my Deferment/Suspension (as provided on the revised Letter of Offer)

Student Signature: \_\_\_\_\_

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

[Click here for info on how to sign this form digitally on your device](#)

You'll need Acrobat Reader (FREE DOWNLOAD <https://get.adobe.com/reader/>)

### OFFICE USE ONLY

Outcome: ☐ Approved ☐ Not Approved Refusal Reason: \_\_\_\_\_

TEAMS: ☐ Comments recorded ☐ Leave Added ☐ Leave/Suspension notice sent ☐ Academic Plan updated

PRISMS: ☐ CoE Deferred/Suspended ☐ New CoE created ☐ Payment received: \_\_\_\_\_

Extension: ☐ Letter of Offer revised ☐ Signed Revised Letter of Offer ☐ Course extended ☐ New CoEs sent

Staff  
Signature: \_\_\_\_\_

Date outcome provided: \_\_\_\_\_