



# DEFERRAL OR SUSPENSION OF STUDIES

## Information for students

Please read the information below before completing the form

### General information

1. Deferral and suspension of studies can only be approved on the grounds of illness, injury or compelling personal reasons and for a maximum of one study period i.e. semester or trimester. Extension beyond this time period is only granted in exceptional circumstances and the application must be made in writing to the National Campus Director.
2. Evidence and documentation must be provided with the request. In most situations students will be required to consult with College staff to discuss the application in person, or via their agent.
3. Students returning to study after an approved period of leave should contact Student Services to confirm their re-enrolment no later than two weeks before commencement of the study period.
4. New students may defer a program that has been offered only once and this is subject to approval by the National Campus Director. Tuition and other fees may change when and if a new offer is generated. The College usually defers a formal offer until the commencement of the following intake.

Deferral — postponement of studies on medical/compassionate/extenuating grounds. Applies to students who have not commenced their studies.

Suspension — temporary pause on studies on medical/compassionate/extenuating grounds. Applies to students who have started their studies.

## International students

Please note: Deferring or suspending an enrolment may affect the student visa granted.

The College will notify DHA via PRISMS as required under the ESOS Act 2000.

To comply with visa conditions, international students must:

1. (a) maintain a valid visa  
(b) complete their program by the expected completion date as specified on the eCoE  
(c) provide the College with address details within seven days of arrival or address change  
(d) maintain a full-time study load  
(e) not exceed the maximum number of hours allowed to work on the student visa  
(f) maintain Overseas Student Health Cover for the duration of the course.
2. Any approved deferral or suspension from a program will be reported to DHA by the College.
3. Legislation relating to International Students visas states that when a student is taking a break from their studies that is longer than 8 weeks, they must return to their home country within 28 days of the deferral or suspension request being granted. Students may be required to provide additional information as part of the approval process.

Future students - contact Admissions via [college@adelaide.edu.au](mailto:college@adelaide.edu.au) for assistance

Current students - contact Student Services via [collegeservices@adelaide.edu.au](mailto:collegeservices@adelaide.edu.au) for assistance

|   |   |
|---|---|
| To be completed by the Student Services Manager   |   |
| <input type="checkbox"/> Approved until year _____ semester/trimester                                     | <input type="checkbox"/> Not approved   |
| Authorised by (please print)  |   |
| Tuition fee credit/transfer applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No          | Amount approved for credit/transfer:  |
| Student to be advised that if they do not return for studies refund of tuition fees may not be applicable |   |
| Program note (if any)   |   |
| Signature   | Date  |
| OFFICE USE ONLY   |   |
| To be completed by Student Services   |   |
| Student advised (dd/mm/yyyy)  | By  |
| <input type="checkbox"/> Data updated in Edupoint (dd/mm/yyyy)  | <input type="checkbox"/> Email Academic Manager, teachers, Business Systems Coordinator |
| Signature   | Date  |

Use BLOCK LETTERS when completing this form and please keep a copy.

### Student information

Title  Mr  Ms  Other:

Gender  M  F  Unspecified

Family name

First name(s)

Date of birth (dd/mm/yyyy)

Student ID

Telephone (home/mobile)

Email

Address

City

State

Postcode

Country

### Enrolment details

Foundation Studies Program  Degree Transfer Program  English Language Program  Pre-Master's Program

Please choose campus:  Adelaide Campus  Melbourne Campus

### Deferral or suspension details

Program commenced  Yes  No

I wish to recommence my studies from date (dd/mm/yyyy)

OR I wish to defer my studies to (e.g March 2022)

If you are unsure about program dates, please visit [college.adelaide.edu.au](http://college.adelaide.edu.au) or speak to the Student Services Team.

### Program selection

Foundation Studies Program  
 Degree Transfer Program  
 Pre-Master's Program  
 English Language Program

Year

University Program

Please indicate which undergraduate or postgraduate degree you intend to study at the University of Adelaide (e.g. Bachelor of Engineering (Honours)(Civil))  
Bachelor/Master of:

Reason for deferral/suspension

I have attached the relevant document(s)  Yes  No

Signature of student

Date

Name of parent/guardian

Signature of parent/guardian (required if student is under 18 years old)

Date

I am a sponsored student and have provided written approval from my sponsor

Return this form to the University of Adelaide College:

Mail: 132 Grenfell St, Adelaide SA 5000 Australia

Email: [collegeservices@adelaide.edu.au](mailto:collegeservices@adelaide.edu.au)