



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 Semester. Extension beyond this time period is only granted in exceptional circumstances and the application must be made in writing to the Campus Director.
2. Evidence and documentation must be provided for 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 semester.
4. New students may defer a program that has been offered only once and this is subject to approval by the Campus Director. Tuition and other fees may change when and if a new offer is generated. The School usually defers a formal offer until the commencement of the following intake.

Deferral - pre-commencement temporary termination of studies on medical/compassionate/extenuating grounds

Suspension- post-commencement temporary termination of studies on medical/compassionate/extenuating grounds

INTERNATIONAL STUDENTS

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

The School 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 School 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. Future students, please contact Admissions staff for assistance or clarification of the eCoE or Letter of Offer. Current students, please see Student Services.
3. Any approved deferral or suspension from a program will be reported to DHA by the School.
4. 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.

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

STUDENT INFORMATION

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other:	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F
Family name				First name(s)		
Date of birth (d/m/y)				Student ID		
Telephone (home/mobile)				Email		
Address						
City		State		Postcode		
Country						

ENROLMENT DETAILS

Foundation Studies Program Degree Transfer Program General Academic English Date studies commenced (d/m/y)

DEFERRAL OR SUSPENSION DETAILS

Program commenced Yes No Reason for deferral

I wish to defer/suspend my studies from date (d/m/y) To During semester 1 2 of the year:

Reason for deferral/suspension (please tick one) I have attached the relevant document(s)

Medical Compelling/compassionate circumstances Other (please state): 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: 132 Grenfell Street, Adelaide SA 5000 Australia

To be completed by the Student Services Manager	
<input type="checkbox"/> Approved until year Semester	<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 (d/m/y)	By
<input type="checkbox"/> Data updated in Edupoint (d/m/y)	<input type="checkbox"/> Email Academic Manager, teachers, Business Systems Coordinator
Signature	Date