



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 Mr Ms Other: _____ Gender M 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

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| 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: _____ |
| 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 _____ |