

## Course Suspension Request Form

With reference to the Standard 9 of NCP, Registered providers are able to suspend the enrolment of an overseas student if there are compassionate or compelling circumstances.

**INFORMATION TO NOTE:**

- 1) Suspension will be approved only under compassionate and compelling circumstances.
- 2) Students must submit the evidence of compassionate and compelling circumstances together with this request form to support the claim.
- 3) If the student goes overseas or is returning to their home country during this time, confirmed air ticket should also be submitted with this request form.
- 4) Suspension may affect the course end date and future course(s) commencement date(s). This may lead you to apply for an extension of student visa to complete the course(s).
- 5) The units that you will miss during suspension are subject to availability. PAX may or may not be able to offer these units upon your return and you may need to make other arrangements to complete them.
- 6) Please contact the Course Coordinator upon return to make arrangements for any missed units during the suspension period.
- 7) You must complete the **Course Resumption Form** upon return to resume classes.  
As per the Deferment Policy, there will be a suspension fee of \$300.00 payable should you wish to proceed.

**STUDENT DETAILS**

<b>Student Name</b>			
<b>Student ID</b>		<b>Date of birth</b>	
<b>Current Course Name</b>			
<b>Course Start Date</b>		<b>Course End Date</b>	
<b>Requested Suspension Start Date</b>		<b>Requested Suspension End Date</b>	
<b>Reason for request</b>			
<b>Student Signature</b>		<b>Date of request</b>	

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Office Use Only			
<b>What evidence provided? (list)</b>	<input type="checkbox"/> Return Tickets <input type="checkbox"/> Stat Dec <input type="checkbox"/> Medical Certificates <input type="checkbox"/> Proof of relationship with immediate family members <input type="checkbox"/> Letters <input type="checkbox"/> Other (Please specify):		
<b>Is the Suspension Approved?</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Approved By with date</b>	
<b>Suspension email sent to student?</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Refused by with date</b>	
<b>Confirmed Suspension Start Date</b>		<b>Confirmed Suspension End Date</b>	
<b>The CoE is not revised, and the student has been given Catch up/special timetable or classes to complete the missed units: Yes / No/NA</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>The CoE(s) have been revised:</b>  CoE Number _____ Date: _____ CoE Number _____ Date: _____ CoE Number _____ Date: _____ CoE Number _____ Date: _____			
<b>Processing Staff Signature</b>		<b>WISENET Updated Date</b>	
<b>Is the outcome communicated to the student by email with CoE ?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Date of communication</b>	