



Student Deferral, Suspension or Extension Application Form

Deferment enables students who have gained entry to our course, but who have not yet commenced study, to delay starting the course. **Suspension** enables students who have commenced studies with AEA to suspend their studies on limited grounds.

Personal Details

Title: Mr Ms Student ID: Date of Birth: / / Male Female

Given Name: Family Name:

Address:

Email address: Contact Number:

Course:

Please select your reason for your application for leave absence (or attach letter)

Deferment Suspension Extension

Start Date of Leave of Absence: End Date of leave of Absence:

Please select your reason for requesting to defer/suspend or extend your studies

Sickness Family Emergency Compassionate Grounds

Details: _____

Documents Submission

- A letter from a registered Medical Practitioner due Sickness.
- Evidence for the family emergency, if cited as a family reason.
- Appropriate evidence for compassionate grounds
- If traveling overseas, attach a copy of travel ticket.
- Upon return, submit a copy of the Immigration departure/arrival stamping on the passport

Student Declaration: I understand that:

- That this is a request for leave of absence and that the application will be considered in accordance with AEA's Deferment, Suspension and Cancellation Policy
- I will be informed of the outcome of this request including the reasons for the outcome
- I understand the implications of my student visa
- I have attached all required supporting documentation
- I will notify AEA in writing if my circumstances change and/or I will not be recommencing my studies immediately following the period of approved leave at least 28 days before the approved end date of Leave of Absence.
- The Leave of Absence applied for does NOT exceed one semester.
- My Deferment / Suspension will be reported to DIBP as per Government Policy. This can affect my student visa and I am aware I need to contact DIBP on 131881 if I need more information on this.
- My Fee payment is up to date.

Signature Date

NOTE: DIBP has discretionary power to cancel a Student visa where we defer or suspend the studies of a Student visa holder because of the student's conduct or our approval is based on fraudulent /misleading evidence relating to the deferral.

Office Use Only

Date Received: / / Approved: Yes No

Reason / Comments: _____

If Yes – Period Deferment / Suspension granted: ____/____/____ to ____/____/____

RTO Manager's Signature: _____ Date: _____

Attendance Rolls up dated PRISMS Updated VETtrak updated