

TO BE COMPLETED BY STUDENT

SECTION A - PERSONAL DETAILS

Given Name/s Surname

Students Reference Number | DOB (DD/MM/YYYY)

Address

Telephone Mobile

Email

SECTION B - REQUEST

I wish to apply for Suspension (Leave of Absence) of my studies at TAFE NSW: I will arrange with my teachers to catch up on any assessments and classes that I will miss during this period (if applicable to period of absence).

TAFE Course Name Campus

From (DD/MM/YYYY) To (DD/MM/YYYY)

This request for suspension is for more than two weeks: Yes No If Yes, the suspension will be reported to DIBP

SECTION C - REASON FOR SUSPENSION (LEAVE OF ABSENCE)

Please refer to 'Suspending A Student Enrolment Information for Students' attached to this form

Compassionate circumstances Compelling circumstances

Please explain circumstances

Please indicate the types of supporting document you are providing.
Note: Your application will not be processed unless your supporting documents are attached.

Medical certificate Flight ticket Exit/entry stamp Others (please specify)

Student Signature Date (DD/MM/YYYY)

SECTION D - TO BE COMPLETED BY INTERNATIONAL STUDENT COORDINATOR/MANAGER

Approved Please indicate new start and end date if applicable. Student has made arrangements to arrange to catch up with work/assessment tasks they will miss during the period (if applicable to period)

From (DD/MM/YYYY) To (DD/MM/YYYY)

Not approved Please provide comments

Notified teaching section

Coordinator's Signature Date (DD/MM/YYYY)

Manager's Signature Date (DD/MM/YYYY)

SUSPENDING A STUDENT ENROLMENT

- > What does suspension mean?
 - This means that a student stops studying for a week or more while the course is in progress. Sometimes it is called leave of absence. A student can ask to suspend studies or TAFE NSW can suspend a student (usually a student discipline matter). The Department of Immigration and Border Protection (DIBP) must be informed if a student is suspended.
- > When can a student request a suspension?
 - If you are going to be absent from your TAFE NSW course for a week or more during semester you must request approval from your campus International Students Coordinator. If the absence is for more than 2 (two) weeks this is considered a suspension and you must request a suspension of your studies prior to taking this leave of absence.
 - A suspension of studies may be approved by TAFE NSW in *compelling* or *compassionate circumstances*. These circumstances might include medical reasons or extreme personal circumstances.

The DIBP guidelines on what can be accepted as a valid reason for suspension of studies say:

- > Compassionate and compelling circumstances are usually not under the control of the student and may have an impact on course progress. For example:
 - Serious Illness or injury – a medical certificate must state clearly that the student was unable to attend classes
 - Bereavement – the death of close family members such as parents or grandparents. Where possible a death certificate should be supplied
 - Major political upheaval or natural disaster in the home country which requires the student to return (emergency travel) and this has impacted on studies
- > How does a student request a suspension?
 - A student needs to see the International Student Coordinator at the campus to request suspension of studies.

Please note:

- The minimum period for which a suspension applies is one week in a semester
 - DIBP will be notified when suspensions of more than 2 (two) consecutive weeks occur
 - Students are advised that suspensions may affect their Student Visa and that they should seek advice from DIBP about their specific requirements
- > What if TAFE NSW suspends a student?
 - TAFE NSW may suspend or cancel your enrolment if you are absent from your course without approval for more than 2 (two) consecutive weeks in a semester, if you do not pay tuition fees when they are due or if you breach the TAFE NSW Student Discipline Policy. Copies of this Policy are available to all enrolled students. If the period of suspension exceeds 28 days DIBP requires students to return to their home countries (unless exceptional circumstances can be proved).

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