

Deferment/Suspension Request Form

Student Name			
Student ID		Date of birth	
Current Course Name			
Course Start Date		Course End Date	
Deferment/Suspension Start Date		Deferment/Suspension End Date	
<p>Grounds For Deferment, Suspension or Cancellation Of Enrolment</p> <p>Medical Grounds <input type="checkbox"/> Compassionate Or Compelling Circumstances <input type="checkbox"/></p> <p>Supporting documentation for your application must be provided and an original or certified copy needs to be attached to this application.</p> <p>Medical Certificate(s) <input type="checkbox"/> ; Death Certificate <input type="checkbox"/> ; Return Air tickets <input type="checkbox"/> ; Visa refusal letter from DHA <input type="checkbox"/></p> <p>Others <input type="checkbox"/> _____</p>			
<p>NOTE:</p> <ol style="list-style-type: none"> Deferment/Suspension will be approved only under compassionate and compelling circumstances. Students must submit the evidence of compassionate and compelling circumstances together with this request form to support the claim. 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. Deferment/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). The units that you will miss during deferment are subject to availability. AIP may or may not be able to offer these units upon your return and you may need to make other arrangements to complete them. Please contact the Administration Manager upon return to make arrangements for any missed units during deferment period. You must complete the Return from Deferment Form upon return to resume classes. <p><i>**Registered providers are able to defer or suspend the enrolment of an overseas student if there are compassionate or compelling circumstances.</i></p>			
Office Use Only			

What evidence provided?	Yes / No		
Is the Deferment Approved?	Yes / No	Approved By with date	
Last Class Attended			
Deferment refused email sent to student?	Yes / No / NA	Refused by with date	
Deferment StartDate		Deferment End date	
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			
The CoE(s) have been revised : CoE Number _____ Date : CoE Number _____ Date : CoE Number _____ Date :			
Processing Staff Signature		SMS Updated Date	
Is the outcome communicated to the student by email with CoE ?	YES / NO	Date of communication	