

## Application to Defer or Suspend Enrolment

*Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.*

<b>Title: Mr / Ms / Miss / Mrs</b>	<b>Student Name:</b>
<b>Student Number:</b>	<b>Phone:</b>
<b>Course Title:</b>	<b>Email:</b>
<b>Batch:</b>	<b>Date:</b>

### Student Deferment / Suspension Request

I (Print Name) \_\_\_\_\_ Student Number \_\_\_\_\_ am enrolled at Training Masters and wish to apply to defer/suspend my studies in my course(s) stated below (List all courses you wish to defer/suspend from):

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I commenced my studies / was scheduled to commence my studies on \_\_\_\_\_

I wish to defer/suspend my studies from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ weeks.

My recommencement date will be on \_\_\_\_\_

**Student Reason for Deferring / Suspending Enrolment (Please detail your reason(s) for wishing to defer/suspend from your course(s) and attach any supporting documentation to support your request. Attach additional sheets if necessary)**

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**By signing this document, you are indicating that you are aware of Training Masters's Student Deferment, Suspension and Cancellation Policy and terms and conditions stipulated in your Offer Letter and Student Acceptance Agreement.**

I (Print Name) \_\_\_\_\_ declare that all information and supporting documentation provided by me is true and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: If you are on a student visa and your deferment/suspension request is approved, government legislation requires Training Masters to inform the Department of Home Affairs (DHA) of the deferment/suspension. This may affect your student visa.**

**Office use only.**

<b>Application Received By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Payment received</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Application Approved or Rejected</b> <b>(Please circle)</b>			
<b>Action Taken By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Staff Comments:</b>			