



## Application to Defer or Suspend Enrolment

This form is to be completed if you are requesting to Defer Commencement or a Leave of Absence from your course. Students may apply to take a leave of absence from a course for up to 12 months in duration. Please refer to the FOX Education and Consultancy ("FOX") Deferment, Suspension & Cancellation Policy and the Monitoring Attendance and Course Progress policy or call Student Services if you need clarification or information on how the policy refers to you.

Personal Details		
FOX Student Number:	Family Name:	Date of Birth: (dd/mm/yyyy)
FOX Email Address	First Name:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Course Details		
What is the Course Name:		
General Information		
When do you intend commencing or returning to your studies?	Date:	
Do you have any outstanding fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$	
Student Declaration		
<p>You are only able to defer or take a leave of absence and maintain the validity of your student visa under very limited circumstances. Each application for a leave of absence will be assessed on its own merits and must be supported by appropriate documentation.</p> <ul style="list-style-type: none"><li>• Medical certificate or letter of support from a medical professional social worker, lawyer or psychologist, who is not a family member</li><li>• Police report, jury summons notice or notification from the Department of Defence, Department of Justice or Emergency Services</li><li>• Statutory declaration from relevant persons to the circumstances</li><li>• Court or legal documentation</li><li>• Letter from your employer (on company letterhead)</li><li>• Other, please specify:</li></ul> <p>① <i>Please note your application will not be deemed complete or assessed until this documentation is provided.</i></p>		

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- I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.
- I understand that if I take leave of absence after the start date, I am still liable for all fees associated with subjects enrolled for the study period and any previous outstanding fees.
- I have read and understood the Monitoring Attendance and Course Progress policy.



Date Signed:

**FOX OFFICE USE ONLY:**

<input type="checkbox"/> Application Checked for Completeness	<input type="checkbox"/> Student advised of outcome	<input type="checkbox"/> Form and evidence added to SMS
<input type="checkbox"/> SMS Updated	<input type="checkbox"/> PRISMS Updated	
Staff Name:	Signature	Date Signed: (dd/mm/yyyy):