

REQUEST FOR

SUSPENSION/DEFERRAL OF STUDIES

Information for students

Please read the information below before completing the form

General information

1. Suspension of studies can only be approved on the grounds of illness, injury or compelling personal reasons and for a maximum of one trimester for MUPC and Diploma. Extension beyond this time period is only granted in exceptional circumstances and the application must be made in writing to the Student Services Manager.
2. Applications for Suspension of Studies/Deferral must be submitted before the commencement of the trimester.
3. Evidence and documentation must be provided for the request. In most situations students will be asked to attend an interview to discuss the application in person.
4. Students returning to study after an approved period of leave should contact Student Services to confirm their re-enrolment no later than two weeks before commencement of the trimester.
5. New students may defer a program that has been offered only once and this is subject to approval by the Student Services Manager. Tuition and other fees may change when and if a new offer is generated. The policy of the School is to allow deferment of a formal offer until the commencement of the following intake.

International students

Please note: Suspending or discontinuing from an enrolment may affect the student visa granted. The School will notify Home Affairs via PRISMS as required under the ESOS Act 2000.

1. To comply with visa conditions, international students must:
 - (a) maintain a valid visa
 - (b) complete their program by the expected completion date as specified on the eCoE
 - (c) provide the School with address details within seven days of arrival or address change
 - (d) maintain a full-time study load
 - (e) not exceed the maximum number of hours allowed to work on the student visa
 - (f) maintain Overseas Student Health Cover for the duration of the course
2. New students, please see Admissions staff for assistance or clarification of the eCOE or Letter of Offer. Current students, please see Student Services.
3. Any suspension sought from a program will be reported to Department of Home Affairs by the School.
4. Legislation relating to International Students visas states that when on suspension a student must return to their home country within 28 days of the suspension being granted. Students may be required to provide additional information as part of the approval process.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

Personal details

Title Mr Ms Other (please specify):		
Family name		
First name(s)		Male Female
Date of birth (d/m/y)	Student ID	
Telephone (home/mobile)		
E-mail		
Full address		
Suburb		Postcode
Country	State	

Enrolment details

I am enrolled in the following (please tick):

<input type="checkbox"/> Murdoch University Preparation Course
<input type="checkbox"/> Diploma programs <ul style="list-style-type: none"> <input type="checkbox"/> Diploma of Business <input type="checkbox"/> Diploma of Information and Communication Technology <input type="checkbox"/> Diploma of Communication and Media Studies
<input type="checkbox"/> ELICOS programs <ul style="list-style-type: none"> <input type="checkbox"/> English for Academic Purposes <input type="checkbox"/> General English
Date studies commenced (d/m/y)

Please complete either A or B

A. Suspension details

Already MIT students

I wish to postpone subject (code & name)	From trimester	To trimester
1.		
2.		
3.		
4.		

I wish to suspend my studies from date:
 (Please consider the date the Suspension is to take effect before submitting this form)

Returning in trimester:
 1 2 3 of the year:

Reason for holiday leave (please tick):
 Medical Overseas Other (please state):

Library Books Outstanding (please tick):
 Yes No

Signature _____ Date _____

Continues overleaf.

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B. Deferral details

Not started at MIT

I wish to defer my studies:	
Reason for request:	
Signature	Date

Privacy: We recommend that you read Kaplan's Privacy Policy published on our website www.murdochinstitute.wa.edu.au

Return this form to your MIT campus Student Services:

Murdoch Institute of Technology
Building 512, 90 South Street, Murdoch University Campus, Murdoch, WA 6150

Office use only

To be completed by Student Administration Officer

Student advised (d/m/y)	By:
Data updated in EduPoint (d/m/y)	Data updated in CELCAT (d/m/y)
Email Academic Coordinator	
Signature	Date

To be completed by the Student Services Manager

Approved Until year:	Trimester:	NOT Approved
Program note (if any)		
Authorised by (please print)		
Signature	Date	