



St Albans Institute Pty Ltd t/a Hawk Institute
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APPLICATION FORM – DEFERMENT AND SUSPENSION

St Albans Institute Pty Ltd T/A Hawk Institute

STUDENT'S PERSONAL DETAILS						
Full Name:						
Student ID:						
Course Code & Name:						
Address: Post Code:						
Phone no:						
Email ID:						
REQUEST FOR: (Please tick the following)						
☐ Deferment	From:		Till:		Last day of study: (If have any)	
☐ Suspension	From:		Till:		Last day of study: (If have any)	
PLEASE TICK THE REASON FOR REQUEST.						
☐ Medical Grounds ☐ Work Commitments ☐ Supporting Certificates ☐ Compelling/compassionate Reasons ☐ Financial Circumstances ☐ Others; Please specify ☐ Future intake/Date ☐ Transferred to another course						

☐ Medical Certificate☐ Travel Documents☐ Mails☐ Supporting certificates☐ Copy of Visa Cancellation☐ Others; please specify

POINTS TO BE NOTED:

- The application of deferment or suspension will be accessed after all the supporting documents and evidence has been provided.
- Please note that the Institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.
- Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required to attend their classes at HAWK Institute as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.
- Students have the right to appeal through HAWK Institute's complaints and appeals process, in accordance with Standard 10 (Complaints and Appeals) of the National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Please note: It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter Australia.

STUDENTS DECLARATION:

I understand that suspension or deferral may result in extension of my course duration and an extended CoE. I also understand that deferment/suspension may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
- ☐ I have been advised of all the relevant information in relation to the request made on this form.
- ☐ I am aware of my right to appeal.
- ☐ I understand that if my request is approved, HAWK will notify the Department of Home Affairs via PRISMS, and this may affect my student visa status.

Student Signature:

Date:

OFFICE USE ONLY:

Authorised Person Approval	Name:			
	Signature:		Date:	
Decision of Request	☐ Granted ☐ Not Granted			
Course Adjustment (If required):				

Reported in PRISMS on (Date): _____

Staff Initials: _____