

COURSE SUSPENSION FORM

ESOS Standard 13

PURPOSE

Suspension is **only** available to students who have commenced their course and wish to temporarily put their studies on hold due to a compassionate or compelling circumstance.

STUDENT DETAILS

FAMILY NAME		FIRST NAME	
STUDENT NUMBER		MOBILE NUMBER	
ADDRESS			
EMAIL			

COURSE TO BE SUSPENDED

COURSE NAME														
SUSPEND FROM	D	D	/	M	M	/	Y	Y	Y	Y				
SUSPEND UNTIL (Please refer to Qii's intake dates)	D	D	/	M	M	/	Y	Y	Y	Y				

Qii reserves the right to nominate a suspension return date in accord to Qii's intake dates.

DETAILS: (Please provide details of why you wish to suspend your course. Attach extra sheets & relevant documentation or evidence)

TERMS, CONDITIONS AND DECLARATION

By signing this form, I agree and understand that

1. My request to suspend my course may be approved by Qii on grounds of compassionate or compelling circumstances.
2. Any suspension of my studies may affect my student visa
3. This application may require up to 7 working days to be processed.
4. A fee of \$150 for the issuance of a new Letter of Offer and CoE will apply.
5. I can only request to suspend my course **once** and to a maximum of 6 months (to be determined by Qii, subjected to extraordinary circumstances).
6. If I have enrolled in more than one course, and the courses are overlapping after the suspension, Qii reserves the right to defer the subsequent course/s.

I understand and have accepted all terms and conditions as stated above and in the Course Deferral and Suspension Policy on Qii's website (<http://www.qii.qld.edu.au/student-services/Forms-Policies.html>).

STUDENT'S SIGNATURE*

DATE

D	D	/	M	M	/	Y	Y	Y	Y
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* If student is under 18, this agreement must be signed by the student's parent or legal guardian.

OFFICE USE ONLY

Department	Actions
Academic Department	<input type="checkbox"/> No course progress issue was identified. <input type="checkbox"/> Student is required to repeat the following unit(s): _____ <input type="checkbox"/> Other reasons related to course progress. APPROVED BY: _____ DATE APPROVED: _____
Student Services	<input type="checkbox"/> A new study schedule is issued to the student. APPROVED BY: _____ DATE APPROVED: _____
Finance Department	<input type="checkbox"/> Student does not have any outstanding fees. <input type="checkbox"/> Fee waived for compassionate or compelling reasons (Jasmine's approval required). <input type="checkbox"/> Fee collected. APPROVED BY: _____ DATE APPROVED: _____
Admissions Department	<input type="checkbox"/> A new Letter of Offer is issued to the student. APPROVED BY: _____ DATE APPROVED: _____
Registrar	<input type="checkbox"/> A new CoE is issued to the student. <input type="checkbox"/> Student's enrolment is updated on Wisenet. APPROVED BY: _____ DATE APPROVED: _____

VERSION CONTROL

VERSION: 2.3	DATE APPROVED: 26/10/2017	APPROVED BY: Jasmine Haynes	POSITION: Compliance & BD Manager
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