

Student's Personal Details				
Full name:				
Course code & name:				
Address:				
Post Code:				
Phone no:				
Email ID:				
Request for: (Please tick the following)				
<input type="checkbox"/> Deferment	From:		Till:	
<input type="checkbox"/> Suspension	From:		Till:	
<input type="checkbox"/> Cancellation/ Withdrawal	From:			
Please tick the reason for request.				
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> Compelling/compassionate Reasons	<input type="checkbox"/> Future intake/Date		
<input type="checkbox"/> Work Commitments	<input type="checkbox"/> Financial Circumstances	<input type="checkbox"/> Transferred to another course.		
<input type="checkbox"/> Holiday Request	<input type="checkbox"/> Others; Please specify			
Please mention the reason in detail:				

Students must state the reason and provide documentation for deferring/suspending their studies as ITS is required to notify this information to the Department of Education and Training and Centrelink, if applicable.				
Documents attached:				
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Travel Documents	<input type="checkbox"/> Emails	<input type="checkbox"/> Supporting certificates	
<input type="checkbox"/> Others; Please specify				

Important Information:

- Please note that the ITS Academy 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.
- In case where deferment or suspension has not been granted, students are required attend their classes at ITS as per their course schedule. Failure to do so may be seen as abandoning studies and students may be cancelled from their course which may impact on their ability to access future government funding for training.
- It is advised that students have the right to appeal through ITS's complaints and appeals process, in accordance with standards (Complaints and Appeals). The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Students Declaration:

I understand that suspension or deferral may result in extension of my course duration, cancelling my course will result in cancellation of my entitlement to government funding for this course. I also understand that deferment/suspension/Cancellation may affect my ability to access government funding for future courses and if relevant, may have a potential impact on my Centrelink benefits.

- 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.

Student Signature:
Date:

Office use only:			
Administrator Manager approval	Signature		Date:
Decision of Request	<input type="checkbox"/> Granted		<input type="checkbox"/> Not Granted
Decision granted/not granted by:	Name:		
	Signature:		Date:
Course Adjustment (If required):			
Additional comments (if relevant):			