

Application for Deferral & Suspension of Studies Form

INFORMATION FOR STUDENTS

Please read the information below before completing the form.

1. Deferral and Suspension of Studies will only be approved on compassionate and compelling circumstances for a maximum of 6 months (collectively).
2. If application of deferral is not received within 30 days of first date of absence, student will be withdrawn.
3. Please be aware that if you have a payment plan set for paying off the course these payments will continue. Payments will only cease upon withdrawal in which we can then calculate amounts owing (units started) or refundable (units not yet started).
4. Please scan your completed form, along with supporting documents, and email to: mirella@biba.com.au

Student Name:	
Course:	
Workplace (if an apprentice):	
Date of Suspension / Deferral:	
Date of Return:	

Reason for Deferral or Suspension	Please tick box
Serious illness or injury of student	<input type="checkbox"/>
Serious Illness or injury of a family member	<input type="checkbox"/>
Passing of a family member	<input type="checkbox"/>
Other	<input type="checkbox"/>

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

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Student Signature:	
Printed Name:	
Date:	

Processed by:	
Manager Signature:	
Printed Name:	
Date:	