



# Application for Course Deferral or Suspension

# BRIGHTON INSTITUTE OF TECHNOLOGY

CRICOS Provider Code 02552G RTO No 21438  
Level 1 and 2, 380 Bourke Street Melbourne, Victoria 3000  
Australia. Phone: +61 3 9642 1770  
Email: info@bit.edu.au Website: www.bit.edu.au

<b>1. Student's Personal Details:</b>			
Full Name:			
Student ID:			
Enrolled Course Code and Name:			
Address:			
Date of Birth:			
Email:		Mobile:	
<b>2. I wish to apply to apply to</b>			
<input type="checkbox"/> Defer my enrolment	From Date:	To Date:	
<input type="checkbox"/> Suspend my enrolment	From Date:	To Date:	
<b>3. Please tick the reason for request:</b>			
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> *Compelling/compassionate Reasons	<input type="checkbox"/> Future intake/Date	
Please mention the reason in detail			
<hr/> <hr/> <hr/>			
International students must state the reason and provide documentation for deferring their studies as BIT needs to notify this information to the Department of Home Affairs (DHA) via PRISMS.			
<b>4. Documents Attached</b>			
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Travel Documents	<input type="checkbox"/> Supporting Documents	
<b>5. Student Declaration</b>			
<input type="checkbox"/> 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 has been attached.			
<input type="checkbox"/> Students are advised to contact the Department Home Affairs as it may affect your visa status.			
<input type="checkbox"/> Please note that a deferment/suspension may mean that you will not be able to complete your studies within the time allowed on your CoE.			
<input type="checkbox"/> Please note that a suspension may mean that you will not be able to complete your qualification at BIT. You may be required to pay for a course or CoE extension.			
<input type="checkbox"/> Students are reminded that should a deferment not be granted they must attend BIT for 20 hours per week. Failure to do so may be seen as abandoning their studies and they may be reported to DHA. <b>(Please note do not leave the country unless you have a valid deferment, as a cancellation of enrolment for abandoning your studies may mean you will not be allowed to return to Australia)</b>			
<input type="checkbox"/> I have been advised of all the relevant consequences of the outcome of my request.			
<input type="checkbox"/> I have been advised of all the relevant information in relation to the request made on this form.			
<input type="checkbox"/> I am aware of my appeal rights.			
<input type="checkbox"/> I have been advised that the time for processing of the application is 10 working days.			
<input type="checkbox"/> I understand that an administration fee is involved of \$250 if I am granted permission for deferment/suspension			
<input type="checkbox"/> I agree to pay any additional fees that may apply to my new course.			
<b><i>All boxes above must be ticked by the student as an acknowledgement of their understanding.</i></b>			
<b><i>Note: All fees must be up to date before your CoE can be reactivated.</i></b>			
Student Signature:	Date:		



# Application for Course Deferral or Suspension

## 6. Office use Only:

Finance Approval	Signature		Date	
Request received	Signature		Date	
Decision of Request (Please tick)	<input type="checkbox"/> <b>Granted</b>		<input type="checkbox"/> <b>Not Granted</b>	
Processed by:	Signature		Date	
Entered in SMS by:	Signature		Date	
PRISMS Updated by:	Signature		Date	

Last date of studies: \_\_\_\_\_

Reason

Unit/s student will be missing

Unit Code and Title	Unit Code and Title

All relevant documents (i.e., medical certificate, travel tickets, letters, official forms etc.) attached

Student has physically been to see administration and had all rules etc. explained to them.

\*National Code of Practice for Providers of Education and Training to Overseas Students 2018  
 9.2 A registered provider may defer or suspend the enrolment of a student if it believes there are compassionate or compelling circumstances.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes (medical certificate must be presented)
- bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- where the registered provider was unable to offer a pre-requisite unit