

To be reviewed: December 2018



<b>Title: Mr / Ms / Miss / Mrs</b>	<b>Student Name:</b>
<b>Student Number:</b>	<b>Phone:</b>
<b>Course Title:</b>	<b>Email:</b>
<b>Group:</b>	<b>Date:</b>

**I (Print Name) \_\_\_\_\_ Student Number \_\_\_\_\_ am enrolled at YES College and wish to apply to defer/suspend my studies in the course(s) listed below (List all courses you wish to defer/suspend from):**

I commenced my studies / was scheduled to commence my studies on \_\_\_\_\_ and have completed approximately \_\_\_\_\_ hours / weeks of study in my course.

**I wish to defer/suspend my studies from** \_\_\_\_\_ **to** \_\_\_\_\_ **for** \_\_\_\_\_ **weeks.**

**Student Reason for Deferring / Suspending Enrolment (Please detail your reason(s) for wishing to defer/suspend from your course(s) and attach any supporting documentation to support your request. Attach additional sheets if necessary)**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

# Application to Defer or Suspend Enrolment

SMP3\_Version 1.1

Implemented: December 2017

To be reviewed: December 2018



By signing this document, you are indicating that you are aware of YES College's Student Deferment, Suspension and Cancellation Policy and terms and conditions stipulated in your Offer Letter and Student Acceptance Agreement.

I (Print Name) \_\_\_\_\_ declare that all information and supporting documentation provided by me is true and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: If you are on a student visa and your deferment/suspension request is approved, government legislation requires YES College to inform the Department of Home Affairs of the deferment/suspension. This may affect your student visa.

## Office use only

Application Received By	Name:	Signature:	Date:
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Application Approved or Rejected (Please circle)

Action Taken By	Name:	Signature:	Date:
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Staff Comments: