CFS20 Application for Suspension Form

This form is to be completed by students who wish to apply for Suspension. To suspend enrolment means to temporarily put studies on hold. A student may request a temporary suspension to his or her enrolment on the grounds of **compassionate or compelling circumstances**. **Students are required to provide documentary evidence of such circumstances.**

International Students note: may be affected by your application to withdraw so you should contact Department of Home Affairs (DHA) on 131881 to discuss any implications.

Student Name:	Student ID:
Date of Application: / /	Course:

I wish to apply for a leave of absence from the course I am enrolled in with the Institute. I wish to have this absence for the following for the following reason:

I have discussed the reasons for the leave of absence with the Compliance and Training Manager ☐ Yes ☐ No

Have your contact details changed since you last advised us of them? ☐ Yes ☐ No   If yes, please provide below.

Residential Address:	
Suburb & Country:	Postcode:
Tel (Home):	Tel (Work):
Mobile:	Email:

Signatures

Signed:
Printed Name:
Date:

Please return this form to our office at the details below. Please attach all documentary evidence to support and verify your request for leave of absence with this form. We will advise you of the outcome of your application.

Collins Academy: Level 5, 259 Collins Street, Melbourne VIC 3000
Email: info@collinsacademy.edu.au | Website: www.collinsacademy.edu.au | Phone: (+61) 03 7068 0005
RTO: 45270 CRICOS: 03645E ABN: 64 613 880 498
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OFFICE USE ONLY

Finance Department

Does the student have outstanding fees?   ☐ Yes   ☐ No

If yes, the amount of outstanding is $

Verified by:

Name: _____

Signature: _____

Date: _____

_____

Is the suspension approved?   ☐ Yes   ☐ No

Comments:

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Approving Officer:

Name: _____

Signature: _____

Date: _____

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