

# DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT REQUEST FORM



AUSTRALIAN  
LEADING  
INSTITUTE OF  
TECHNOLOGY

Student Name	:	<input type="text"/>
Student Number	:	<input type="text"/>
Date of Birth (dd/mm/yyyy)	:	<input type="text"/>
Course	:	<input type="text"/>
Class Group	:	<input type="text"/>
Email	:	<input type="text"/>
Phone Number	:	<input type="text"/>

**I am requesting deferment, suspension and cancellation from:**

Start Date :  End Date :

**Please note:**

- Processing time for Deferment, Suspension and Cancellation Request shall be within ten (10) working days upon receipt of student's application form.
- Maximum suspension period is 6 months for two-year course duration.
- Deferment and suspension requests can only be approved under compassionate or compelling circumstances.
- Evidential documentation to support the request must be attached to the application form.
- Students may only be absent for their approved suspension period.
- All outstanding fees will be reviewed before a suspension request can be granted.
- Suspension will affect students' academic progress and hinder their success in achieving your academic goals. Students will therefore be required to meet with the Student Service Officer when making an application, and upon return from suspension.
- Suspension may require an extension of your end study date. As a result, students may need to extend their CoE and student visa. Upon resumption of studies, students may also be subjected to charges where they are required to repeat their studies and/or require extra tuition in order to complete a course.
- Students returning from suspension will have to fit into timetables which ALIT is able to offer them upon recommencement of studies.
- Students returning from suspension must fill out a Deferment and Suspension Return Form (available at student services) and meet with the ALIT to obtain authorization for readmission into ALIT and finalise their academic strategies.

**Reason for:**

\_\_\_\_\_  
Student Signature

Date

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Please submit this form to ALIT student service desk. Please note: If you wish to extend your suspension period, you must contact ALIT as soon as possible, and gain the appropriate authorization. You will be notified of the outcome of your request in writing. If you do not have written authorization to suspend your studies and you do not attend your scheduled classes, you will be marked absent and your attendance percentage will be affected.

## ALIT OFFICE USE ONLY

Student Services Officer's Comments:

**Approved**       **Not approved**

\_\_\_\_\_  
Student Service Officer Signature

\_\_\_\_\_  
Date