



<b>DEFERRAL, SUSPENSION (LEAVE OF ABSENCE) FORM</b>			
<b>SECTION A - PERSONAL DETAILS</b>			
<b>STUDENT NAME:</b>			
<b>STUDENT ID:</b>		<b>DATE OF BIRTH</b>	
<b>COURSE CODE:</b>			
<b>COURSE NAME:</b>			
<b>CONTACT NUMBER:</b>			
<b>ADDRESS IN AUSTRALIA (IF APPLICABLE)</b>			
<b>ADDRESS IN HOME COUNTRY:</b>			
<b>SECTION B - REQUEST</b>			
<b>I would like to apply for</b>			
<input type="checkbox"/> <b>Deferral</b> <input type="checkbox"/> <b>Suspension (Leave of Absence)</b>			
<b>of my enrolment at Mechanical Institute of Training and Technology and I am aware that:</b>			
<ol style="list-style-type: none"> <li>1. MITT will only grant a deferral of commencement or temporary suspension of study if there are compassionate or compelling circumstances</li> <li>2. Attach any relevant supporting documentation to this application form, or as soon as possible after lodging this form.</li> <li>3. This form will be assessed once all documentation has been received.</li> <li>4. MITT may ask for more documentation, if required.</li> <li>5. Applications are usually processed within 5 working days.</li> <li>6. I must seek advice from Department of Immigration and Border Protection(DIBP) on the potential impact on my student visa as a result of changes to my enrolment status.</li> <li>7. I will be responsible to coordinate with my trainer to organize the catch-up classes and assessments which I will miss as a result of suspension</li> </ol>			
<b>Reason for the Request:</b>			
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Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Deferral, Suspension (Leave of Absence) Form	Company name	MITT	Issued:	May 2019	Ver 2
Authorised by QMC	CRICOS # 03529J	RTO # 41577	Review:	24 months		
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**SECTION C – EVIDENCE DOCUMENTATION**

Please indicate the type of evidence documentation you are attaching to your application.

Medical Certificate

Flight Tickets

Others(provide details)

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Student's signature: ..... Date: ...../...../.....

**SECTION D – OFFICE USE ONLY**

APPROVED – Please attach new ECOE, Course Variation and Letter of approval to this form and provide a copy to the student.

NOT APPROVED - Please attach the refusal letter and provide a copy to the student.

International Student Coordinator

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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