



DEFERRAL, SUSPENSION FORM			
SECTION A - PERSONAL DETAILS			
STUDENT NAME:			
STUDENT ID:		DATE OF BIRTH	
COURSE CODE:			
COURSE NAME:			
CONTACT NUMBER:			
ADDRESS IN AUSTRALIA (IF APPLICABLE)			
ADDRESS IN HOME COUNTRY:			
SECTION B - REQUEST			
I would like to apply for			
<input type="checkbox"/> Deferral <input type="checkbox"/> Suspension (Leave of Absence)			
of my enrolment at Mechanical Institute of Training and Technology and I am aware that:			
<ol style="list-style-type: none"> 1. MITT will only grant a deferral of commencement or temporary suspension of study if there are compassionate or compelling circumstances. 2. Attach any relevant supporting documentation to this application form, or as soon as possible after lodging this form. 3. This form will be assessed once all documentation has been received. 4. MITT may ask for more documentation, if required. 5. Applications are usually processed within 5 working days. 6. I must seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa because of changes to my enrolment status. 7. I will be responsible for coordinating with my trainer to organize the catch-up classes and assessments which I will miss because of suspension. 			
Reason for the Request:			

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Document Name	Deferral, Suspension (Leave of Absence) Form	Company name	MITT	Issued:	May 2024	Ver 4
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)

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

SECTION D – OFFICE USE ONLY

- APPROVED – Please attach the 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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