

Section A – Personal details (student to complete)

Family name: _____ Given name/s: _____
International student number: _____ DOB (DD/MM/YYYY): _____
Address: _____

Telephone: _____ Mobile: _____
Email: _____

Section B - Request (student to complete)

I wish to apply for Suspension (Leave of Absence) of my studies at TAFE NSW: I will arrange with my teachers to catchup on any assessments and classes that I will miss during this period (if applicable to period of absence).

Course name: _____ Campus: _____
From (DD/MM/YYYY): _____ To (DD/MM/YYYY): _____

This request for suspension is for more than two weeks : No Yes If Yes, the suspension will be reported to DHA

Section C – Reason for suspension (leave of absence) (student to complete)

Please refer to “Suspending a Student Enrolment” information on the second page.

Compassionate circumstances Compelling circumstances

Please explain circumstances (attach a letter if the space provided below is insufficient)

Please indicate the types of supporting document you are providing.

Note: Your application will not be processed unless your supporting documents are attached.

Medical certificate Flight ticket Others (please specify)

Student signature _____ Parent/Guardian signature (If student is under 18 years old) _____

Date (DD/MM/YYYY) _____ Date (DD/MM/YYYY) _____

Section D (ELICOS Manager to complete)

Approved. Please indicate new start and end date if applicable. Student has made arrangements to arrange to catch up with work/assessment tasks they will miss during the period (if applicable to period)

From (DD/MM/YYYY): _____ To (DD/MM/YYYY): _____

Not approved. Please provide comments.

Updated class role and database

Manager’s signature: _____ Date (DD/MM/YYYY): _____

Suspending a student enrolment

What does suspension mean?

This means that a student stops studying for a week or more while the course is in progress. Sometimes it is called leave of absence. A student can ask to suspend studies or TAFE NSW can suspend a student (usually a student discipline matter). The Department of Home Affairs (DHA) must be informed if a student is suspended for more than two weeks.

When can a student request a suspension?

- You may request leave after you have completed 15 weeks of ELICOS, providing you have satisfactory attendance.
- If you are going to be absent from your TAFE NSW course for a week or more during semester you must request approval from your campus International Students Coordinator. If the absence is for more than 2 (two) weeks this is considered a suspension and you must request a suspension of your studies prior to taking this leave of absence.
- A suspension of studies may be approved by TAFE NSW in compelling or compassionate circumstances. These circumstances might include medical reasons or extreme personal circumstances.

The DHA guidelines on what can be accepted as a valid reason for suspension of studies say:

- Compassionate and compelling circumstances are usually not under the control of the student and may have an impact on course progress. For example:
- Serious illness or injury – a medical certificate must state clearly that the student was unable to attend classes
- Bereavement – the death of close family members such as parents or grandparents. Where possible a death certificate should be supplied

- Major political upheaval or natural disaster in the home country which requires the student to return (emergency travel) and this has impacted on studies
- Traumatic experience – for example, being involved in or witnessing an accident or witnessing an accident or a crime and this had a negative impact on studies (in these cases Police or Psychologist's reports are required)

How does a student request a suspension?

A student needs to see the Academic Manager to request a suspension of studies.

Please note:

- The minimum period for which a suspension applies is two weeks in a semester
- DHA will be notified when suspensions of more than 2 (two) consecutive weeks occur
- Students are advised that suspensions may affect their Student Visa and that they should seek advice from DHA about their specific requirements

What if TAFE NSW suspends a student?

TAFE NSW may suspend or cancel your enrolment if you are absent from your course without approval for more than 2 (two) consecutive weeks in a semester, if you do not pay tuition fees when they are due or if you breach the TAFE NSW Student Discipline Policy. Copies of this Policy are available to all enrolled students. If the period of suspension exceeds 28 days DHA requires students to return to their home countries (unless exceptional circumstances can be proved).

Please send the completed form and supporting documents to:

Meadowbank: telc@tafensw.edu.au

Newcastle and Kingscliff: hunter.elc@tafensw.edu.au

Ultimo: sit.englishcentre@tafensw.edu.au

Wollongong: elicicos.illawarra@tafensw.edu.au