

## Suspension Application Form

**Suspension:** is when a student, who has already started and has not completed their study, they require a leave of absence for a period not less than 3 weeks and not longer than the duration of the course that they have enrolled in. If approved, their training plan is suspended with the clear intention that the student will recommence at an agreed date in the future (i.e. temporary suspension).

**If your contact details have changed since you lodged your application, please provide new details and send it to MCOHB in person at reception or via email to [admin@MCOHB.edu.au](mailto:admin@MCOHB.edu.au) otherwise we may not be able to contact you with important information.**

### Applicant Details

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Family Name (as per enrolment registration): \_\_\_\_\_  
Given Name (as per enrolment registration): \_\_\_\_\_  
Phone: \_\_\_\_\_ mobile phone: \_\_\_\_\_ student email: \_\_\_\_\_

### Course enrolment Details

Course code: \_\_\_\_\_ Course title: \_\_\_\_\_  
Course start date: \_\_\_\_\_ Course finish date: \_\_\_\_\_

**Suspension period: *Cannot be less than three (3) weeks if less than 3 weeks use leave application form***

Suspension start date: \_\_\_\_\_ Suspension finish date: \_\_\_\_\_

Total days/weeks/months: \_\_\_\_\_

**What is the reason / circumstance for suspension application?**

- Course cancelled or rescheduled by MCOHB (provider default)
- Family/Personal/Financial Reasons
- Nonpayment of tuition fees
- misbehaviour by the student
- Refused student visa
- Medical Reason/s
- breach of course progress or attendance requirements

Other compassionate and compelling circumstances (Please specify):

**Student declaration:**

- I have read and fully understand MCOHB Deferral, Suspension, Cancellation Policy.
- I understand that completing this form does not guarantee a suspension from studies.
- I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing time of the application. I understand that the course delivery, timetable, training plan & duration maybe affected & the flexibility of the timetable may not be available. I also accept that amend or change Confirmation of Enrolment (COE) will incur a fee of \$100.
- I understand that I have a right to appeal through MCOHB's internal complaints and appeals process, in accordance with *Standard 10 (Complaints and appeals) of the National Code of Practice for Providers of Education and Training to Overseas Students 2018* (CRICOS Standards), within 20 working days of this application not being approved.

***For international students: If approved MCOHB will report your suspension to Department of Home Affairs which may affect the status of your visa. If you require more information as to how this action may affect your visa status, contact the Department of Home Affairs.***

Student signature:

Date of application:

**Office use: *N.B Applications MUST be approved by the Director of Studies or their delegate before education agent is notified and submission to the finance dept. for refund calculation if applicable.***

Required evidence attached  YES  NO

*Examples of required evidence: Notice from Home Affairs refusing visa application, airline tickets departure & return if student is required to return home, medical certificate, finance notice of nonpayment of tuition fees.*

**Approved:**  YES  NO

If not approved why?

Director of Studies/delegate signature:

Date:

Printed Name:

Date request received:

Received by: **(MCOHB staff name)**

MCOHB staff member position:

Student file updated:

• YES

• NO

Date updated:

MCOHB staff member who updated student file:

Staff member name:

Students' education agent notified:

YES

NO

If Yes: Date notified:

Method education agent notified:

Letter

email