

# Application for Temporary Suspension of Enrolment

For students who have commenced study

## International Student Program in Victorian Government Schools

To apply for a Temporary Suspension of Enrolment please complete this form and return it to the International Education Division.

Department of Education and Training  
International Education Division  
GPO Box 4367  
Melbourne VIC 3001 Australia

Tel: +61 3 9637 2990  
Fax: +61 3 9637 2184  
Email: [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)  
Web: [www.study.vic.gov.au](http://www.study.vic.gov.au)



### How to complete this form

- Students may request a temporary suspension of enrolment after they commence their course. Students must apply within 14 days of the date they are proposing the temporary suspension of enrolment commence.
- This form must be completed by a parent/legal guardian or student 18 years and over.
- After receiving a completed form and all supporting evidence requesting a suspension, DET (IED) advises the student, parent and school staff of its decision, in writing, within 14 days.
- Completion of this form does not constitute a temporary suspension of enrolment until a decision is confirmed by the International Education Division.
- Please complete all sections of this form.
- Please use ONLY black or blue ink.
- Please complete this form in English only.
- Please scan your completed form, along with supporting documents, and email to: [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)

### Section A - Student Details

Family name:

Given name:

Student ID number:

Period of temporary suspension (generally maximum of six months):

Start date of temporary suspension:    /    / 20\_\_    End date of temporary suspension:    /    / 20\_\_

Please note that any temporary suspension of enrolment may impact on your student visa. Please contact the Department of Home Affairs for further information. The Department of Education and Training notifies the Department of Home Affairs of any approved temporary suspensions of enrolment.

### Section B - Reason for Temporary Suspension

Reason for temporary suspension (Please Tick):

- |   |   |
|---|---|
| <input type="checkbox"/> Serious illness or injury of a family member requiring student to return home or a delayed return to Australia<br>(Copy of medical certificate required, in English) | <input type="checkbox"/> Serious illness or injury of student<br>(Copy of medical certificate specifying dates for which student is unable to attend school required, in English) |
| <input type="checkbox"/> Other compassionate or compelling circumstances – please specify: (You must provide supporting evidence, in English)   | <input type="checkbox"/> Death of a family member<br>(Copy of relevant documentation required, in English)  |

Parent/Legal Guardian:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PARENT/AGENT: YOU MUST SUBMIT THIS FORM TO THE HOST SCHOOL FOR SIGNATURE**

Please turn over and complete page 2 of this form

## Section C - Checklist

Before submitting this form to IED please ensure all required fields have been completed and all requested evidence attached:

Principal Checklist:

- 1. Temporary suspension of enrolment dates completed in Section A
- 2. Required medical certificate / evidence in English is attached which demonstrates compassionate or compelling circumstances (medical certificates must clearly state the dates for which the student is unable to attend school)
- 3. School confirms form has been signed by Parent / Legal Guardian

## Section D – School Principal Acknowledgement

I \_\_\_\_\_, Principal of \_\_\_\_\_  
acknowledge that the above student has requested a temporary suspension of enrolment and all required evidence is attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## DET (IED) Response

I approve the above student's request to temporarily suspend their enrolment.

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Authorised



Joel Backwell  
Executive Director, International Education Division

**Date of authorisation:** 19/09/2019

**Review frequency:** This form will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulatory change.