

Suspension of Studies

Use this form if your course has commenced and you request leave of absence and for the enrolment to be temporarily paused.

Course enrolment can be temporarily suspended on the ground of:

Compassionate or compelling circumstances (i.e. illness where a medical certificate states that the student is unable to attend classes).

Please fill in all the tables below except the last one titled "For office use".

Student details

First name	
Surname	
Email	
USI	
Telephone	
Mobile	
Address in Australia	
Overseas address	
Postal address	
Agent details (if applicable)	
DOB	
Gender	
Nationality	
Visa end date	

Current enrolment

Course name and code	
Course start date	
Course end date	
Next course with MI (if applicable)	
Next course start date	
Next course end date	

Visa information for students requesting suspension of studies

- SCV (Student Course Variation) will be applied to your COE regardless of requesting an extension.
- Please Note: Temporarily suspending your enrolment may affect your student visa. You must contact the Department of Immigration and Citizenship (DIBP) for visa information before submitting this form. Contact DIBP by phone on 131 881 or through their website at www.immi.gov.au

Student Declaration:

Student declaration:

I hereby apply to suspend my enrolment and acknowledges that this application will be processed in accordance with the Mindroom Innovation's Suspension and Cancellation Policy, which I have read and understood. I understand that if my application is declined, I will have 20 days to access the Appeals process as detailed in the Student Handbook.

Date: _____

Signature: _____