REQUEST FOR SUSPENSION FORM

To be filled out and tick (√) the options by the Student and submitted to the Administration Department

Student Name:		Student ID Number:			
Address:					
Current Course:					
Telephone/ mobile:		**Email:**			

Course:						
Suspension dates:	From: __/__/20__	To: __/__/20__	From: __/__/20__	To: __/__/20__	From: __/__/20__	To: __/__/20__
Remaining duration:	weeks		weeks		weeks	
New Start Date(s):						
End Date(s):						
Last actual date of study:						

Reasons for suspension:

Would you like a new CoE with extended end date?	**Yes / No**
Will you be in Australia over this period?	**Yes / No**
Supporting document (MUST provide)	**Yes / No , please specify:**

Declaration: I have read and accept the suspension conditions and declare that the information I have provided is correct and complete. I understand that any course variation must comply with the terms and conditions.

Student's Signature:	**Date:**

*Under Standard 9 of the National Code of Practice 2018, registered providers may only enable students to defer through formal agreement in limited circumstances. These circumstances are limited to either Misbehaviour by the student or compassionate or compelling circumstances (e.g. serious injury or illness with a medical certificate stating the student cannot attend classes, or compelling circumstances, such as death of a close family member, that might require the student to return home for an agreed period of time.

The Department of Home and Affairs has discretionary power to cancel a Student Visa where an education provider defers or suspends the studies of a Student Visa holder because of:
- The student's conduct, or
- The basis of fraudulent/misleading evidence relating to deferral, or
- Reasons are than genuine compassionate or compelling circumstances, or
- where these circumstances have ceased to exist

International students are advised to see Department of Home and Affairs regarding the effect of any suspension of studies may have on their student visa

For office use only

Accounts	Principal (PEO)	Admissions	Accounts	Student Services
☐ Financial ☐ Non-Financial	☐ Approved ☐ Not Approved	☐ CoE ☐ Student record	☐ Student record	☐ Update database ☐ Timetable
Signed: Date:	Signed: Date:	Updated by: Date:	Updated by: Date:	Signed: Date:
Notes:				

ADM_11 Request for Suspension V1.0_Jan2026

Parramatta Campus: 55 High Street, Parramatta, NSW 2150 | **Melbourne Campus:** Level 3, 20 Queen St, Melbourne, Victoria 3000

admissions@wsc.nsw.edu.au | www.wsc.nsw.edu.au