



APPLICATION FOR SUSPENSION FORM

PERSONAL DETAILS (as shown on passport)

Family Name		Given Names	
Address in Australia			
Phone		Email	
Course		Commencement Date	
Agent Details			

REASON FOR SUSPENSION

- Serious illness or injury (please provide a medical certificate)

- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)

- Major political upheaval or natural disaster in the home country requiring emergency travel

- A traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)

- AMA College is unable to offer a pre-requisite unit

- Inability to begin studying on the course commencement date due to delay in receiving a student visa

- Other:

Change of Commencement Date Request

From		To	
Student Signature		Date	



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OFFICE USE ONLY

Not Approved (reasons stated below)

Reason/s

Approved

- The student has been informed of the resulting decision
- All records of the request and supporting evidence have been copied and placed on the student's file
- AMA College has maintained the enrolment of the student
- The student has been advised to contact Department of Home Affairs
- The student has been advised that their course fees may be affected by a suspension
- AMA College has notified Department of Home Affairs through PRISMS that it is suspending the student's enrolment for a period **without** affecting the end date of the CoE. (In this case there is no change to the CoE or the student's enrolment status on PRISMS. However, the notice of suspension will be recorded in PRISMS.)
- AMA College has notified Immigration through PRISMS that it is suspending the student's enrolment for a period **which will affect** the end date of the CoE. (In such situations, the original CoE will be cancelled, and a new CoE issued with a more appropriate end date. If AMA College is not aware of when the student will return, a new CoE would be created when the student has notified the college of the intended date of return).



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STUDENT ACKNOWLEDGEMENT

Student is satisfied with the suspension decision	<input type="checkbox"/> Yes <input type="checkbox"/> No - the student will access the complaints and appeals process, as outlined in AMA College's Complaints and Appeals Policy
Student Signature	
	Date

AMA COLLEGE ACKNOWLEDGEMENT

AMA College Representative	
Position	
Signature	
	Date



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DEFERRING, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT

AMA College has documented processes for assessing, approving and recording the deferment, suspension and/or cancellation of a student's enrolment.

Deferral

The postponement of the commencement date of a qualification. Deferral can only be initiated by a student.

Suspension

An interruption to the period of a student's study towards a qualification. Suspension can be initiated by either AMA College or by the student.

Cancellation

Cancellation of enrolment can be initiated by either AMA College or a student. A student who initiates a cancellation at any time, for any reason, should consider the financial penalties they may incur when submitting the application.

AMA COLLEGE INITIATED SUSPENSION OR CANCELLATION

AMA College may suspend or cancel a student's enrolment including, but not limited to, on the basis of;

- misbehaviour by the student,
- the student's failure to pay an amount he or she was required to pay AMA College to undertake or continue the course as stated in the written agreement,
- a breach of course progress or attendance requirements by the overseas student.

Where AMA College initiates a suspension or cancellation of the overseas student's enrolment, before imposing such suspension or cancellation it will;

- inform the overseas student of that intention and the reasons for doing so, in writing, and
- advise the overseas student of their right to appeal as outlined in AMA College's Complaints and Appeals Policy.

An AMA College initiated suspension or cancellation of an overseas student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Notification

When there is any deferral, suspension or cancellation action taken under this standard, AMA College will;

- inform the overseas student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa, and
- report the change to the overseas student's enrolment to Department of Home Affairs in accordance with section 19 of the Education Services for Overseas Students Act 2000.



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CHANGING YOUR ORIGINAL ENROLMENT

Changing your original enrolment will mean that your original enrolment is cancelled and the refund policy may apply. It will be at the discretion of AMA College, as to the value of fees transferred to the NEW enrolment, but will be NOT LESS THAN what you are entitled to under the Refund Policy.

Students MUST seek advice from Department of Home Affairs on the potential impact on his or her student visa, as AMA College is legally required to report any change to an overseas student's enrolment. Changes to course commencement/completion dates may require an extension to your visa and further fees payable to Department of Home Affairs.

PROCESS FOR STUDENT INITIATING SUSPENSION To apply for a suspension the student must initially contact the AMA College Student Support Office to request a 'Application to request Suspension Form'.

AMA College will ensure the student has a copy of its Deferring, Suspending or Cancelling a Student's Enrolment Policy and clearly explain to the student that their application must be accompanied by documentary evidence of reasons for the application to suspend. AMA College will ensure that the student is aware of the Application for Suspension fee that must be paid at the time of lodgement of the application. AMA College will ensure that the student is aware of any financial penalties that may apply.

The student must lodge their 'Application for Suspension Form' outlining their reasons for requesting a change to their enrolment status with the Student Support Office.

AMA College will review the application for suspension in relation to compassionate or compelling circumstances and advise the student of their determination.

Where a decision has been made not to approve the application, AMA College will provide appropriate reasons for decision to the student. In this instance, AMA College will inform the student of their right to access the complaints and appeals process, as outlined in AMA College's Complaints and Appeals Policy.