

## Suspension Request Form

Student Name:		Student Number:	
Telephone:		Email:	
Courses:			
Address:			

**I am requesting suspension from:**

**Start Date:**

**End Date:**

### PLEASE NOTE:

- Maximum suspension period is 6 months.
- Suspension requests can only be approved under compassionate or compelling circumstances.
- Students requesting suspension over 28 days must contact the Department of Home Affairs (DHA).
- Suspension may require an extension of your end study date. As a result, students may need to extend their COE and student visa. Upon resumption of studies, students may also be subjected to charges where they are required to repeat their studies and/or require extra tuition in order to complete a course.
- You will have to fit into the timetable which CTA is able to offer you on your recommencement.
- Upon return, you must fill out a Suspension Return Form (available on CTA website) and attend a meeting with Student Services to authorise your readmission to CTA and finalise your academic strategy. You must also follow up with the Department of Home Affairs (DHA) as advised.

### Reason for suspension of studies:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorised by:

Student Services Officer: \_\_\_\_\_

*Please submit this form to CTA Reception [admin@ctaaustralia.vic.edu.au](mailto:admin@ctaaustralia.vic.edu.au). Please note you may only be absent for your **approved suspension period**. If you wish to extend your suspension period, you must contact CTA as soon as possible, and gain the appropriate authorisation. You will be notified of the outcome of your request in writing. If you do not have written authorisation to suspend your studies and you do not attend your scheduled classes, you will be marked absent and your attendance percentage will be affected. Suspension will affect your academic progress and hinder your success in achieving your academic goals. You are required to make an appointment with Student Services.*