



## STUDENT DETAILS

Student Number:	Email:
Surname/Family Name:	(Email address must be provided in block letters)
Given Name(s):	Mobile:
Nationality:	Address:
Visa Type:	

## COURSE INFORMATION

Suspension Effective <b>Start Date:</b>	/	/	Suspension Effective <b>End Date:</b>	/	/
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### Greenwich English courses you are or have been enrolled in:

General English      Pronunciation in Context  
 IELTS Preparation  
 Cambridge:    KET    PET    FCE    FCE On-Demand    CAE    CPE  
 English+ Creative Technology  
 English for Business  
 English for Vocational Studies (EVS)  
 English for Academic Purposes (EAP)

### Greenwich Management courses you are or have been enrolled in:

Certificate II in Business      Cert. IV in Project Management Practice  
 Certificate III in Business      Diploma of Project Management  
 Certificate IV in Business      Adv. Diploma of Program Management  
 Diploma of Business      Cert. IV in Marketing and Comm.  
 Cert. IV in Leadership and Management      Diploma of Marketing and Comm.  
 Diploma of Leadership and Mgmt.      Diploma of Event Management  
 Advanced Diploma of Leadership and Management

## REQUEST

### SUSPENSION EFFECTIVE DAY (MONDAY)

Once approved, your studies will be put on hold on the grounds of compassionate or compelling circumstances. You will not be marked absent from your classes and you may return to study after advising the college of the date of your return.

To be eligible to suspend your course, you need to satisfy **each** of the following requirements:

#### Requirement 1

You have compassionate or compelling reasons to temporarily suspend your course (Please provide evidence)

#### Requirement 2

You are planning to resume your course within 6 months or your course end date is less than 6 months from the date of completing this form

#### Requirement 3

You have paid all your tuition fees including the following payment due after the suspension effective date

\* Compassionate reasons for course suspension requests are defined as referring to the death of close family, serious and/or chronic psychosomatic or terminal disease and life threatening health condition or medical treatment. Additionally, major political upheaval or natural disaster in the home country requiring emergency travel and traumatic experience such as involvement in or witnessing of a serious accident or crime can be considered as compassionate and compelling reasons. All the above need to be supported by relevant documentation.

\* No outstanding fees at the time form submission.

### REASON

Provide the reason for this request

### DECLARATION

I understand and agree that:

- Changes to my enrolment may affect the status and validity of my visa, and that I should contact the Department of Home Affairs for further information
- My Enrolment Cancellation/Suspension Request will be made in accordance with the Greenwich College Terms and Conditions of Enrolment
- My agent will be informed about my intention to cancel / suspend my enrolment

Signature	/	/	Date
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### OFFICE USE ONLY

Received on	Date	/	/	E-mail Sent	Release Letter Sent:
By				Yes	Yes
				PRISMS updated	Not applicable
Reason:	Approve	Reject	Signature	Yes	Signature
				Not applicable	
				STARS updated	
				Yes	
				Not Applicable	
	Date	/	/		Date
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