

# Application for Deferral & Suspension of Studies Form

**INFORMATION FOR STUDENTS**

Please read the information below before completing the form.

1. Deferral and Suspension of Studies will only be approved on compassionate and compelling circumstances for a maximum of 6 months (collectively).
2. If application of deferral is not received within 30 days of first date of absence, student will be withdrawn.
3. Please scan your completed form, along with supporting documents, and email to: [mirella@biba.com.au](mailto:mirella@biba.com.au)

<b>Student Name:</b>	
<b>Course:</b>	
<b>Workplace (if an apprentice):</b>	
<b>Date of Suspension / Deferral:</b>	
<b>Date of Return:</b>	

Reason for Deferral or Suspension	Please tick box
Serious illness or injury of student	•
Serious Illness or injury of a family member	•
Passing of a family member	•
Other	•

**DETAILS:** please provide details of why you wish to suspend your course. Attach extra sheets & relevant documentation or evidence.

# Deferral Suspension Application Form

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Student Signature:	
Printed Name:	
Date:	

Processed by:	
Manager Signature:	
Printed Name:	
Date:	