



STUDENT SERVICES · ENROLMENT

Suspension Application Form

Apply to pause your studies for a set period and return on an agreed date

ABOUT THIS FORM

- **Use this form** to apply to suspend (temporarily pause) your studies after your course has started, because of **compassionate or compelling circumstances** such as serious illness or injury, family or personal hardship, or wellbeing reasons. Suspensions are generally for **no more than 12 months in total**. If you have not started your course yet, ask Student Support about a deferral instead.
- **Attach supporting evidence**, such as a medical certificate, statutory declaration or letter, and send the form to **studentsupport@iois.edu.au**. We will acknowledge it within **3 working days** and give you a written decision within **10 working days** of receiving a complete application.
- **Before you decide**, talk to Student Support. Extra support, an extension or a reduced study load may help you keep going without a break. Students under 18 need a parent or guardian to sign this form.
- **If approved**, we will confirm your return date, any return-to-study requirements, and the effect on your fees and completion date. If your application is refused, you may appeal within 20 working days under the Appeals Policy.

01 STUDENT DETAILS

GIVEN NAME(S)		SURNAME	
STUDENT ID	DATE OF BIRTH	PHONE NUMBER	
EMAIL ADDRESS			
COURSE CODE AND TITLE			

02 SUSPENSION DETAILS

SUSPEND FROM (DATE)	RETURN ON (DATE)	PREVIOUS SUSPENSIONS? ☐ No ☐ Yes
REASON FOR SUSPENSION (TICK ALL THAT APPLY)		
☐ Illness or injury	☐ Mental health or wellbeing	☐ Family or caring responsibilities
☐ Bereavement	☐ Serious personal hardship	☐ Other
PLEASE DESCRIBE YOUR CIRCUMSTANCES AND WHY YOU NEED TO PAUSE YOUR STUDIES		
SUPPORTING EVIDENCE ATTACHED (TICK ALL THAT APPLY)		
☐ Medical certificate	☐ Statutory declaration	☐ Letter from a support service
☐ Death notice	☐ Other	
HAVE YOU SPOKEN WITH STUDENT SUPPORT ABOUT OTHER OPTIONS?		
☐ Yes ☐ No – I would like someone to contact me first ☐ No – please process my application		

**03 DECLARATION**

I apply to suspend my studies for the period above. I declare that the information on this form and in the attached evidence is true and correct, and I agree that IOIS may verify it. I understand that:

- my suspension starts only when IOIS approves it in writing;
- my access to Moodle and live sessions will be paused during the suspension;
- I must contact IOIS before my return date to arrange my return, and if I do not return and cannot be contacted, my enrolment may be cancelled; and
- fees, my completion date and any changes to my course are confirmed in the written outcome.

STUDENT SIGNATURE		DATE	
PARENT OR GUARDIAN NAME (IF UNDER 18)	SIGNATURE	DATE	

Privacy notice. IOIS uses the information on this form, including any health information, only to assess your application, support you and update your enrolment records, including AVETMISS reporting. It is shared only with staff who need it and handled under the IOIS Privacy Policy and the Privacy Act 1988 (Cth).

OFFICE USE ONLY - RTO MANAGER

DATE RECEIVED	DATE ACKNOWLEDGED	TOTAL SUSPENSION TO DATE (MONTHS)
DECISION ☐ Approved ☐ Approved with changes ☐ Not approved		
APPROVED SUSPENSION START	APPROVED RETURN DATE	REVISED COMPLETION DATE
REASONS FOR DECISION, RETURN-TO-STUDY REQUIREMENTS AND EFFECT ON FEES		
OVERDUE FEES? ☐ Yes ☐ No	IF YES, AMOUNT AND ARRANGEMENT	
ACTION		DONE
Support offered by the Student Support Officer		☐ Yes ☐ No
Written outcome sent within 10 working days, with dates, conditions, fees and appeal rights		☐ Yes ☐ No
Student management system updated and AVETMISS status recorded		☐ Yes ☐ No
Moodle access paused, and trainer notified		☐ Yes ☐ No
Return check-in scheduled before the return date		☐ Yes ☐ No
Training product checked for supersession during the suspension		☐ Yes ☐ No
Recorded in the Deferral, Suspension and Cancellation Register		☐ Yes ☐ No
RTO MANAGER NAME	SIGNATURE	DATE