

# GEELONG GRAMMAR SCHOOL | OVERSEAS STUDENT PROGRAMME

## Overseas Students Deferral Or Suspension Of Studies - Application Form

### 1. How to complete this form

- 1.1 Overseas Students may request a deferral of their studies prior to commencing their course, or a temporary suspension of enrolment after they commence their course. This form must be completed at least 14 days prior to the proposed date of a temporary suspension of enrolment.
- 1.2 This form must be completed by a parent/legal guardian or an Overseas Student who is 18 years or over.
- 1.3 After receiving a completed form and all supporting evidence requesting a suspension, the School will advise the Overseas Student, parent/legal guardian of its decision in writing, within 14 days.
- 1.4 Completion of this form does not constitute a temporary suspension of enrolment until a decision is confirmed by the School.
- 1.5 Please return your completed form and supporting documents if required to [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au) and [admissions@ggs.vic.edu.au](mailto:admissions@ggs.vic.edu.au).

Section A	
<b>Student Details</b>	
<b>Surname:</b>	
<b>First name:</b>	
<b>Student ID number:</b>	
<b>Period of proposed suspension:</b>	
<b>Date of start of proposed suspension:</b>	
<b>Date of end of proposed suspension:</b>	
Please note that any temporary suspension of enrolment may impact on your student visa. Please contact the Department of Home Affairs for further information. The School is required to notify the Department of Home Affairs of approved temporary suspensions of enrolment	

Section B	
<b>Reason for temporary suspension</b>	
Please tick:	
Serious illness or injury of a family member requiring student to return home or a delayed return to Australia (copy of medical certificate is required in English)	<input type="checkbox"/>
Serious illness or injury of student (copy of medical certificate is required in English specifying dates for which student is unable to attend school is required, in English)	<input type="checkbox"/>
Other compassionate or compelling circumstances – please specify (supporting evidence to be supplied in English)	<input type="checkbox"/>
Death of a family member (copy of relevant documentation is required in English)	<input type="checkbox"/>
<b>Signature</b>	
Parent/legal guardian signature	
Date:	

Section C	
<b>School acknowledgement</b>	
I, acknowledge that the above student has requested a temporary suspension of enrolment and all required evidence is attached.	
Name:	
Signature:	
Date:	

Section D	
<b>School Response</b>	
<input type="checkbox"/> I approve the above student's request to temporarily suspend their enrolment	
Name:	



Signature:

Date: