Deferment and Allowable Suspension of Studies Claim Form

CONFIDENTIAL

This Form will be assessed by the Campus Officer, or a Delegate appointed by the Campus Officer.

__________________________ ________________                      _________________
Student Name            Student Number                            Current Date

Course

☐ Deferment
☐ Allowable Suspension

Expected Length of Absence

Reason for Deferment or Allowable Suspension of Studies:

Tick the reason you wish to have deferment or allowable suspension of studies.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Evidence Required</th>
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<tbody>
<tr>
<td>&quot;I have an illness that will stop me from having an 80% attendance rate</td>
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  or fulfilling all the course requirements."                         | Medical certificate to support the claim.                                         |
| "A relative or friend of mine is very sick, and I have to take care of |
  them. This will stop me from having an 80% attendance rate or fulfilling |
  all the course requirements."                                       | Medical certificate of the relative or friend, plus any supporting evidence        |
|                                                                       | requested by the Campus Officer, i.e. proof of relationship with the person, etc. |
| "A friend or relative of mine died recently, and this will stop me    |
  from having an 80% attendance rate or fulfilling all the course       |
  requirements."                                                       | Death certificate of the relative or friend, plus any supporting evidence          |
|                                                                       | requested by the Campus Officer, i.e. proof of relationship with the person, etc. |
| "I have personal problems that stop me from having an 80% attendance   |
  rate or fulfill all the course requirements."                       | Written proof of this problem¹, either from the IPC Student Services Officer      |
|                                                                       | or an equivalent professional.                                                   |
| "I have a reason for why I will be stopped from having an 80%         |
  attendance rate or fulfilling all the course requirements that is not  |
  covered on this form."                                              | Any and all supporting documents requested by the Campus Officer.                 |

Written Explanation for Deferment or Allowable Suspension of Studies:

If necessary, write below more information regarding your deferral or allowable suspension of studies.

All reasons given above are accurate and true. I also recognise my attendance obligations according to the Department of Immigration and Citizenship (DIAC).²

__________________________
Student Signature

Office Use Only

The student’s application is: ☐ Acceptable (write for how many classes) ☐ Unacceptable

__________________________ _________________________ ________________
Student Administration Signature                    Campus Officer’s Signature                     Date

¹ The specific reasons for the emotional distress do not necessarily have to be on this written documentation, given privacy issues. If they are, however, the Campus Officer shall make all steps to provide confidentiality for the student’s situation.

² According to the Department of Immigration, Multicultural & Citizenship (DIAC), “in the case of a student visa holder whose education provider keeps attendance records . . . (the Government) . . . to be satisfied that the holder attends at least 80% of the contact hours scheduled.”