



REQUEST TO DEFER OR SUSPEND FORM

Guidelines

1. This form is for students who wish to defer the start of a course or suspend their studies in a course. To discontinue your studies entirely please complete a *Request to Withdraw Form* available at the Administration Office.
2. There are deadlines for withdrawing from units of study with or without penalty. Please refer to SITCM's Academic Calendar <https://www.sitcm.edu.au/calendar/> for the various dates.
3. Deferral/suspension is generally restricted to:
 - a. **Bachelor of Traditional Chinese Medicine (BTCM)**: No more than 2 years of enrolment (4 Semesters).
 - b. **HLT42015 Certificate IV in Massage Therapy**: No more than 6 months of enrolment (2 Terms).
 - c. **HLT52015 Diploma of Remedial Massage / HLT52115 Diploma of TCM Remedial Massage**: No more than 1 year of enrolment (4 Terms).
4. Please read the *Deferral, Suspension and Withdrawal Policy and Procedure* for further information.
5. Please return this form by email: administration@sitcm.edu.au or in person: Administration Office.

Important Information for Student Visa Holders

- As a student visa holder, **you need to seek advice from the Department of Home Affairs** on the potential impact of deferral or suspension on your student visa.
- **SITCM is required to notify the Department of Home Affairs** of changes to the enrolment of student visa holders. Deferral or suspension will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia or transfer to another visa type.
- All deferrals and suspensions granted by SITCM are conditional on complying with immigration requirements. In all but exceptional circumstances (e.g., serious personal/health problem requiring you to remain in Australia), **student visa holders will be required to depart Australia** for the duration of their deferral or suspension. If you believe your circumstances are exceptional, please provide documentation to support this claim.

Personal Details

Name:	Student ID:
Email:	
Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Course you applied for / are currently enrolled in:	
<input type="checkbox"/> Bachelor of Traditional Chinese Medicine	<input type="checkbox"/> HLT52015 Diploma of Remedial Massage
<input type="checkbox"/> HLT42015 Certificate IV in Massage Therapy	<input type="checkbox"/> HLT52115 Diploma of TCM Remedial Massage

Details				
I wish to defer the start of my course or suspend my studies for the following Semester(s)/Term(s):				
BTCM:	<input type="checkbox"/> Sem 1 202__	<input type="checkbox"/> Sem 2 202__	<input type="checkbox"/> Sem 1 202__	<input type="checkbox"/> Sem 2 202__
VET:	<input type="checkbox"/> Term 1 202__	<input type="checkbox"/> Term 2 202__	<input type="checkbox"/> Term 3 202__	<input type="checkbox"/> Term 4 202__
because of:	<input type="checkbox"/> Work commitments <input type="checkbox"/> Health related issue <input type="checkbox"/> Financial difficulties <input type="checkbox"/> Other:			
	<input type="checkbox"/> Personal <input type="checkbox"/> Family			
<i>International Student: You must attach independent supporting documentation as required by student visa regulations.</i>				
When do you intend to return to your studies at SITCM? [Semester, Year]				

Student Declaration	
I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise SITCM to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that SITCM will, where appropriate, advise the relevant Commonwealth government authority of the outcome of their application.	
Student Signature:	Date:

Approval	
Approved for:	Sem/Term __ 202__ to to Sem/Term __ 202__ (inclusive)
Name:	
Signature:	Date:
Office Use Only	
<ul style="list-style-type: none"> Inform the student of the outcome of their request to defer or suspend. International Student: <ol style="list-style-type: none"> Report to the Department of Home Affairs (DHA), and Inform the student to seek advice from DHA on the potential impact on their visa if enrolment has been deferred or suspended. 	
Name:	
Signature:	Date: