

**STUDENT DETAILS**

Student Number: _____	Email: _____ <small>(Email address must be provided in block letters)</small>
Surname/Family Name: _____	Mobile: _____
Given Name(s): _____	Address: _____
Nationality: _____	_____
Visa Type: _____	_____

**COURSE INFORMATION**

Suspension Effective <b>Start Date:</b> /     /	Suspension Effective <b>End Date:</b> /     /
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**Greenwich English courses you are or have been enrolled in:**

General English                      Pronunciation in Context

IELTS Preparation

Cambridge:    KET    PET    FCE    FCE On-Demand    CAE    CPE

English+ Creative Technology

English for Business

English for Vocational Studies (EVS)

English for Academic Purposes (EAP)

**Greenwich Management courses you are or have been enrolled in:**

Certificate II in Workplace Skills                      Cert. IV in Project Management Practice

Certificate IV in Business                                      Diploma of Project Management

Diploma of Business (Digital Transformation)                      Adv. Diploma of Program Management

Cert. IV in Leadership and Management                      Cert. IV in Marketing and Comm.

Diploma of Leadership and Mgmt.                                      Diploma of Marketing and Comm.

Advanced Dip. of Leadership and Mgmt.                                      Diploma of Event Management

Graduate Diploma of Management (Learning)

**REQUEST**
**SUSPENSION EFFECTIVE DAY (MONDAY)**

Once approved, your studies will be put on hold for 1 term / up to 8 weeks on the grounds of compassionate or compelling circumstances. You will not be marked absent from your classes and you may return to study after advising the college of the date of your return.

To be eligible to suspend your course, you need to satisfy **each** of the following requirements:

**Requirement 1**

You have compassionate or compelling reasons to temporarily suspend your course (Please provide evidence)

**Requirement 2**

You are planning to resume your course within 6 months or your course end date is less than 6 months from the date of completing this form

**Requirement 3**

You have paid all your tuition fees including the following payment due after the suspension effective date

\* Compassionate reasons for course suspension requests are defined as referring to the death of close family, serious and/or chronic psychosomatic or terminal disease and life threatening health condition or medical treatment. Additionally, major political upheaval or natural disaster in the home country requiring emergency travel and traumatic experience such as involvement in or witnessing of a serious accident or crime can be considered as compassionate and compelling reasons. All the above need to be supported by relevant documentation.

\* Further medical evidence, such as a report from a specialist, may be requested to support doctor's assessment where conditions including but not limited to mental health and other illnesses have been diagnosed.

\* Extended suspension (4 months to a maximum of 6 months) may be granted only if sufficient medical evidence is provided.

\* No outstanding fees at the time of submission.

**REASON**

Provide the reason for this request

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**DECLARATION**

I understand and agree that:

- I will continue to attend classes as per usual, until I receive further information on the outcome of my application.
- Changes to my enrolment may affect the status and validity of my visa, and that I should contact the Department of Home Affairs for further information.
- My Enrolment Suspension Request will be made in accordance with the Greenwich College Terms and Conditions of Enrolment.
- My agent will be informed about my intention to suspend my enrolment.

Signature _____	Date     /     /
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**OFFICE USE ONLY**

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