



# Deferment, Suspension and Cancellation Form

## International Student Program

Please read the Deferment, Suspension and Cancellation Policy before filling out this application form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies. The Deferment, Suspension and Cancellation Policy can be accessed on Ipswich Girls' Grammar School including Ipswich Junior Grammar School's (the School) website: [IGGS International Student Policies and Forms](#) .

**Please complete the following information below:**

STUDENT DETAILS	
<b>Student Name:</b>	
<b>Year:</b>	
<b>Current Address in Australia:</b>	
<b>Parent Name:</b>	
<b>Address in Home Country:</b>	
<b>Phone Number:</b>	
<b>Mobile Phone:</b>	
<b>Email Address:</b>	

I am applying for (Please Tick ✓):

(Attachments: Please ensure you attach any relevant supporting documentation)

- A deferment of commencement of studies
- A suspension of studies

**Please state why you wish to defer/suspend your studies:**


**Please note:** This form will be assessed once all documentation has been received. The School may ask for more documentation if required. Applications are usually processed in five working days.

Students are required to maintain the condition of their visa, including maintaining enrolment in a registered course of study. Deferment, suspension and non-commencement of enrolment can have an effect on a student's visa as a result of changes to enrolment status.

The Department of Home Affairs (Immigration) website <http://www.border.gov.au/Trav/Stud/More> provides further detail regarding the conditions of the visa and obligations of students.

Students who have not yet commenced their studies at the School will also need to contact Department of Home Affairs (Immigration) in case there is any effect on their student visa as a result of changes to enrolment or CoE status.

Please see contact details at: <http://www.border.gov.au/about/contact/offices-locations>.

The completed form can be emailed to [enrolment@girlsgrammar.com.au](mailto:enrolment@girlsgrammar.com.au) or given to the Enrolments Registrar located on level one of the main administration building.

### Student Declaration

I declare the information provided in this application is accurate and I have read and understood the information regarding the Complaints and Appeals Process of the School.

_____	_____	_____
<b>Student Name</b>	<b>Student Signature</b>	<b>Date</b>
_____	_____	_____
<b>Parent 1 Name</b>	<b>Parent 1 Signature</b>	<b>Date</b>
_____	_____	_____
<b>Parent 2 Name</b>	<b>Parent 2 Signature</b>	<b>Date</b>

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### Office Use Only

Refund:                      **Approved**                                            **Not Approved**                     

**Comments: (if applicable):**

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**Received:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_

**Processed by:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_