



ROYAL BUILDING ACADEMY

APPLICATION FORMS - DEFERMENT AND SUSPENSION

Royal Building Academy Pty Ltd t/a Royal Building Academy (hereby referred as RBA)

Student's Personal Details						
Full Name:						
Student ID:						
Course Code & Name:						
Address:						
Phone no:						
Email ID:						
Request for: (Please tick the following)						
☐ Deferment	From:		Till:		Last day of study: (If have any)	
☐ Suspension	From:		Till:		Last day of study: (If have any)	
Please tick the reason for request.						
☐ Medical Grounds ☐ Compelling/compassionate Reasons ☐ Future intake/ Date ☐ Work Commitments ☐ Financial Circumstances ☐ Transferred to another course ☐ Visa Cancellation ☐ Others; Please specify						
Please mention the reason in detail: 						
International students must state the reason and provide documentation for deferring/suspending their studies as RBA is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.						
Documents attached: ☐ Medical Certificate ☐ Travel Documents ☐ Mails ☐ Supporting Certificates ☐ Copy of visa cancellation ☐ Others; please specify _____						



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Points to be noted:

- Please note that the Institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.
- Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required to attend their classes at RBA as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.
- Students have the right to appeal through RBA's complaints and appeals process, in accordance with the standard 10 (Complaints and appeals) of the National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or well-being, or the well-being of others, is likely to be at risk.

Please note: It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter Australia.

Student's Declaration:

I understand that suspension or deferral may result in extension of my course duration and an extended CoE. I also understand that deferment/suspension may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
- ☐ I have been advised of all the relevant information in relation to the request made on this form.
- ☐ I am aware of my right to appeal.
- ☐ I understand that if my request is approved, RBA will notify the Department of Home Affairs via PRISMS, and this may affect my student visa status.

Student Signature:

Date:

Office use only:

Authorised person approval	Name			
	Signature		Date:	
Decision of Request	☐ Granted ☐ Not Granted			
Course Adjustment (If required):				

Reported in PRISMS on (Date): _____ **Staff Initials:** _____