

## SUSPENSION OF STUDY APPLICATION

A student may request a temporary suspension of enrolment after they commence their studies. To temporarily suspend studies means to briefly put studies on hold after commencement. Suspension of Study Applications must be made prior to the requested start date of the suspension period. Maximum and minimum durations apply. Circumstances will be evaluated based on the factors specified in the guidelines on page 3. The submission of this form does not automatically approve a suspension. Refer to *Suspension Guidelines* on page 3 for further information. Email this completed form and supporting evidence to [info@seedskills.edu.au](mailto:info@seedskills.edu.au).

### SECTION A – STUDENT TO COMPLETE

Name	<input type="text"/>	Date of Birth	<input type="text"/>
Contact Number/ Email	<input type="text"/>		
Qualification/ Course	<input type="text"/>		
Enrolment Start Date	<input type="text"/>	Enrolment End Date	<input type="text"/>
Suspension Start Date	<input type="text"/>	Suspension End Date	<input type="text"/>

Reason for Temporary Suspension:

**Compassionate/compelling circumstances**

Please provide full explanation of compassionate/compelling circumstances below and attach supporting evidence. Your employer may be required to verify this information in Section B.

**Other:**

I declare that the information provided is true and correct. I have attached relevant evidence to support this application. I understand that my access to Canvas will be changed to 'read only' and I will be unable to submit any assessments during the period of my suspension. I authorise Seed Skills to contact myself and/ or my Employer to verify any information contained in this application. I certify that I have read and understood the guidelines on page 3.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SECTION B – MANAGER TO COMPLETE**

Area Manager Name  Area Code

Contact Number/ Email

Provide information that confirms/ verifies the information provided by the student in Section A. Summarise any discussions/ actions taken that has led to this suspension request. Refer to *Guidelines* on page 3. Attach additional pages if needed.

I confirm that I have discussed this request with the student and recommend a suspension for the period:

commencing from (date)  and ending (date)

I declare this information is true and correct, and that I have read and understood the information and instructions on page 3.

\_\_\_\_\_  
Employer Signature Date

**SECTION C – RTO TO COMPLETE**

Name  Position

RTO Comments:

Based on the information provided by the student, their employer and my academic assessment of the student's progress, I:

Approve this application  Do not approve this application

\_\_\_\_\_  
RTO Representative Signature Date

## SUSPENSION GUIDELINES

Suspension of Study Applications should be submitted:

- as early as possible,
- prior to the requested start date of the suspension period, and
- at least one (1) month prior to the existing close of study date.

Suspensions will only be granted based on the below duration requirements:

- A minimum of one (1) month, and
- A maximum of half of the original duration of the course or program of study (unless extenuating circumstances can be demonstrated).

Applications may only be submitted on the following grounds:

- Medical illness,
- Extenuating circumstances due to abnormal events or circumstances that are beyond the student's control or not reasonably foreseeable by the student during the enrolment period, and/or
- Compassionate grounds

The student must be able to demonstrate that the impact of these circumstances was extensive enough to prevent them from:

- completing required assessable work
- doing necessary private study
- attending tutorials, coaching sessions, or discussing support needs or changes in circumstances directly with their Trainer/ Assessor prior to this application being submitted.

In reviewing this application, Seed Skills will consider:

- the nature and severity of the circumstances detailed in the application,
- the reliability and authenticity of supporting evidence provided,
- the student's engagement and performance in their course or program of studies during their enrolment,
- any further information that is provided by the student's Employer, and
- principles of procedural fairness.

### Next Steps

Provided that the form is complete and relevant documents are attached, Seed Skills will review the application and supporting evidence and make a decision based on the information provided. Upon review of this application, the student and employer will be notified of approval/non-approval of the application. If approved, both parties will be advised of the revised Close of Study date. If not approved, the student's enrolment remains active and the existing Close of Study date remains in effect. The student has the right to appeal the decision as per the Complaints and Appeals policy.