

DEFERRAL OR SUSPENSION APPLICATION FORM

Please complete the sections on this page.

Name:			
Address:			
Student ID:		Mobile no.:	
Email:		DOB:	
Reason for deferral:			
<p><i>Attach supporting documents with your application e.g. medical certificates.</i></p>			

Please Note:

- Request for deferral or suspension will only be approved with evidence attached and under compassionate or compelling circumstances. This is at the discretion of the Director and the General Manager. Deferral is only confirmed if you have received and approval letter from the College. Students who take leave without this approval letter being issued will be marked as absent and may risk being reported for breaching visa conditions.
- Attach all the necessary supporting documents to validate your reason. Any delay in providing evidence could cause a delay in providing an outcome to this Application.
- Please note our **Deferment, Suspension and Cancellation Policy and Procedure** will apply to all deferment / suspension applications. DNA Kingston Training policies can be found on our [website](#).
- Please send this completed Application to admin@dnakingstontraining.edu.au

Student signature:

Date:

COLLEGE OFFICE USE ONLY - (this section)

Received by:		Date:	
Admin Signature:			
Approved	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If not Approved, reason:			
Approved by:		Date:	
Signature:			
PRISMS updated	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Changes completed on aXcelerate	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Supporting Documentation uploaded on students Portfolio in aXcelerate	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Applicant has been responded to	<input type="checkbox"/> YES <input type="checkbox"/> NO		