

# Application for Temporary Suspension of Enrolment

For students who have commenced study

International Student Program in Victorian Government Schools

Complete this form to apply for a temporary suspension of enrolment and return it to the Department of Education (DE), International Education Division (IED).

Department of Education  
International Education Division  
Level 28, 80 Collins Street  
Melbourne VIC 3001 Australia

Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)  
Web: [www.study.vic.gov.au](http://www.study.vic.gov.au)



## How to complete this form

- Students may request a temporary suspension of enrolment after they commence their course. Students must apply within 14 days of the date they are proposing the temporary suspension of enrolment to commence.
  - This form must be completed by a parent/legal guardian or student 18 years and over.
  - Completion of this form does not constitute a temporary suspension of enrolment until a decision is confirmed by DE (IED).
- Please complete all sections of this form.
- Please complete this form in English only.
  - Please scan your completed form, along with supporting documents, and email to: [international.school.support@education.vic.gov.au](mailto:international.school.support@education.vic.gov.au)
  - After receiving a completed form and all supporting evidence requesting a suspension, DE (IED) will advise the student, parent and school staff of its decision, in writing, within 14 days.

## Section A - Student Details

Family name:

Given name:

International Student ID number:

Period of temporary suspension (generally maximum of six months):

Start date of temporary suspension:     /     / 20\_\_     End date of temporary suspension:     /     / 20\_\_

Please note that any temporary suspension of enrolment may impact on the student's visa. Please contact the Department of Home Affairs for further information. The Department of Education notifies the Department of Home Affairs of any approved temporary suspensions of enrolment for students who hold a 500 schools sector visa.

## Section B - Reason for Temporary Suspension

### Definitions:

- **Compassionate circumstances** refers to circumstances that are not in the student's (or parent's) control or created by the student and adversely impact on student welfare or course progress (for example, illness, bereavement or traumatic events may qualify), as assessed on a case by case basis.
- **Compelling circumstances** are circumstances which in the opinion of DE (IED) are in the student's best interests, as assessed on a case by case basis.

**NOTE:** Compassionate or compelling circumstances do not include visiting relatives for weddings, graduations or similar events.

Reason for temporary suspension (Please Tick)

Serious illness or injury of a family member requiring student to return home or a delayed return to Australia (Copy of medical certificate required)

Serious illness or injury of student (Copy of medical certificate specifying dates for which student is unable to attend school required)

Other compassionate or compelling circumstances (You must provide a reason and supporting evidence)

Death of a family member (Copy of relevant documentation required)

All required evidence must be translated into English

Please turn over and complete page 2 of this form

Parent/Legal Guardian Signature:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PARENT/AGENT: YOU MUST SUBMIT THIS FORM TO THE HOST SCHOOL FOR SIGNATURE**

### Section C - Checklist (This section is to be completed by the school)

Before submitting this form to IED please ensure all required fields have been completed and all requested evidence attached:

School Principal Checklist:

- 1. Temporary suspension of enrolment dates completed in Section A
- 2. Required medical certificate / evidence in English is attached which demonstrates compassionate or compelling circumstances (medical certificates must clearly state the dates for which the student is unable to attend school)
- 3. School confirms form has been signed by Parent / Legal Guardian

### Section D – School Principal Acknowledgement

I \_\_\_\_\_, Principal of \_\_\_\_\_  
acknowledge that the above student has requested a temporary suspension of enrolment and all required evidence is attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Authorised

Linda Vaughan  
Executive Director, International Education Division

**Date of authorisation:** 22/1/2024. **Date last reviewed:** 22/1/2024

**Review frequency:** This form will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulatory change.