



Gold Coast Campuses - Ph (07) 5526 6222 | Brisbane Campuses - Ph (07) 3398 4488 | Email: [info@eagleacademy.com.au](mailto:info@eagleacademy.com.au)  
Website: [www.eagleacademy.com.au](http://www.eagleacademy.com.au) | Xamerg Pty Ltd | ABN 12 095 436 034 | CRICOS No 02480G | RTO 30895

## **Deferral / Suspension of Study Policy & Procedure**

### **Terminology**

Defer: postpone commencement of studies

Suspend: to temporarily put commenced studies on hold

### **Policy**

Students may apply to the provider for deferment or suspension of their studies if they have good reason for doing so (compassionate or compelling circumstances). *This is different to applying for holidays outside of the normal terms. Flexible terms are an integral part of our courses, and students applying to alter terms or semesters, or have holidays at different times, should consult the manager/CEO, to see if it is possible.*

The Manager/CEO may choose to grant or decline any student's request for deferment or suspension of studies. Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- where The Eagle Academy was unable to offer a pre-requisite unit; or

Please note that the above are only some of examples of what may be considered compassionate or compelling circumstances. The Manager/CEO will use professional judgement to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, the Manager/CEO will consider documentary evidence provided to support the claim.

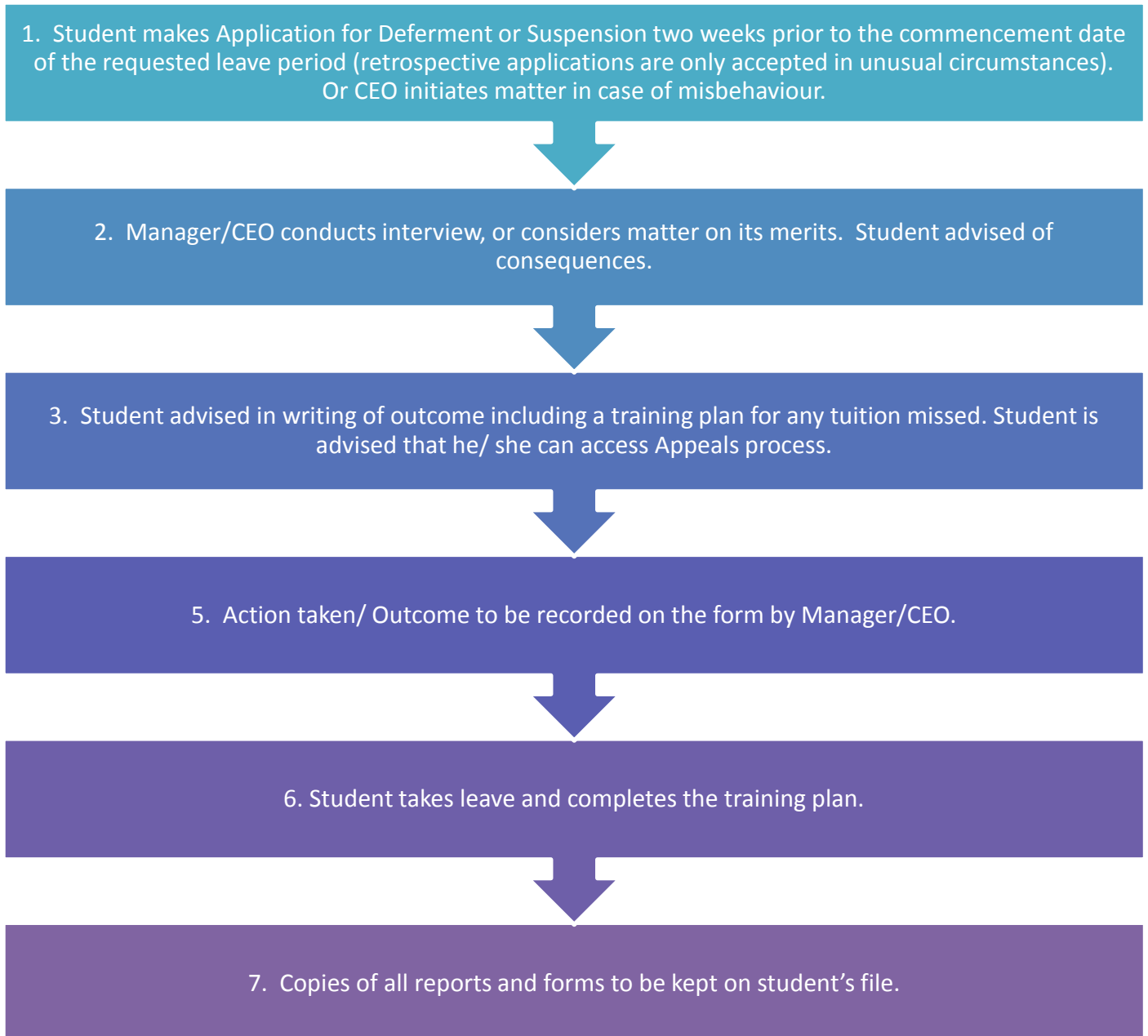
### **Acceptable Evidence for Deferral/Suspension**

Evidence must be translated by a certified translator. Other types of evidence may be required depending on the compassionate/compelling reason. Some common evidence types are below.

- Airline Tickets – prove date leaving & returning. Required for all applications where the student is leaving the country.
- Death Certificate – in some cases further evidence will need to be supplied to prove relationship.
- Medical Certificate – in some cases further evidence will need to be supplied to prove relationship.
- Marriage Certificate – in some cases further evidence will need to be supplied to prove relationship.
- Counsellor, Psychologist or Psychiatrist report.
- Police Report.
- Written personal statement of exceptional compassionate/compelling circumstances and the affects it has had on the students studies.

The Manager/CEO may choose to temporarily suspend a student's enrolment if he deems the student's behaviour to be unacceptable for an educational setting. See Code of Conduct.

## Procedure



Students enrolled in a User Choice Traineeship will need to apply for an extension and have all parties agree on the new training plan.



Gold Coast Campuses - Ph (07) 5526 6222 | Brisbane Campuses - Ph (07) 3398 4488 | Email: [info@eagleacademy.com.au](mailto:info@eagleacademy.com.au)  
Website: [www.eagleacademy.com.au](http://www.eagleacademy.com.au) | Xamerg Pty Ltd | ABN 12 095 436 034 | CRICOS No 02480G | RTO 30895

This form must be given to the Campus Manager/CEO.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Course Title: \_\_\_\_\_

Defer/Suspend Start Date: \_\_\_\_\_

Defer/Suspend End Date: \_\_\_\_\_

Reason (*attach evidence*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tuition catch-up plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration**

I have attached relevant documents (Doctor's Certificates, airline tickets, detailed letter regarding my situation, etc). I confirm that the relevant documents I have submitted are not fraudulent. I understand if I do not recommence my studies as per dates above my course may be cancelled.

Student's Signature: \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
<input type="checkbox"/> Evidence received	<input type="checkbox"/> Catch up plan approved	<input type="checkbox"/> Checklist Complete
Checked by:	Notes:	
<b>Manager:</b>		<b>Date:</b>