

This form is to be completed by domestic students who wish to **Defer** or **Suspend** their studies. Deferral or suspension of studies will be granted in compassionate or compelling circumstances as per Everest Institute of Education (Ei)'s Deferral, Suspension and Cancellation Policy. **Students are required to provide documentary evidence of such circumstances.**

Student details

Student Name:	Student ID:
Date of Application: / /	Date of Birth:
Course Code & Name :	

I wish to apply for a **Deferment** or **Suspension** from the course I am enrolled in with Ei due to the following reason:

- Compassionate or Compelling circumstances - Please Tick one box below for reasons :-
- Serious illness or injury (medical certificate states that the student is unable to attend classes)
 - Bereavement of close family members (death certificate attached)
 - A traumatic experience (medical certificate attached)
- Others - (please attach additional pages if required) or write below in the box provided:

I wish to Defer or Suspend my enrolment from :- From ___/___/___ To ___/___/___	
Address while on deferment or suspension :	
Ph:	Mobile:
Email:	

In signing this form you agree:

- That the information provided is true and complete and I have attached all required supporting documents.
- That I accept that any changes to the course fees due to deferment or suspension resulting in commencement of studies in a new study intake will result in increased fees for the course.

Student Signature _____ Date ___/___/___

Please return this form to our office at the details below. We will advise you of the outcome of your application.

Everest Institute of Education
479 King Street, West Melbourne, VIC 3003 Australia
Tel: 03 8393 6550 Email: enquiries@everest.edu.au

OFFICE USE ONLY

Circle - **Approved / Not Approved** By _____ /____/____
(CEO Signature) (Date)

Course Duration & Timetable affected :- **No / Yes** , If Yes Timetable revised **Yes / No**

Course Fees affected :- **No / Yes** , If Yes Difference in Fees Amount \$ _____

Updated on Student Management System **Yes / No** Date Update ____/____/____

Entered by _____

Student Informed of the Outcome **Yes / No** Informed by _____

Documentation Filed in Student File **Yes / No** Filed by _____