Application for Suspension of Studies for Higher Education Domestic and International Students

- This form must be completed by all students wishing to apply for a Suspension of Studies at the Australian Performing Arts Conservatory (APAC).
- Please refer to the *Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure* or *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* for more information on Suspension of Studies assessment and processes.
- This form needs to be submitted on or before the relevant trimester Census Date. Academic and financial penalties may apply if this application is submitted after Census Date has passed.
- **Note for International Students**: A successful application for Suspension of Studies may affect your student visa. Please contact the Department of Home Affairs (DHA) regarding the potential impact an approved Suspension of Studies may have on your student visa before submitting this application.
- If the Suspension of Studies is approved, this change to the enrolment will be reported under Section 19 of the ESOS Act for International Students.
- All relevant fields MUST be completed for the form to be processed.

1. Student Details

Student Name: _____Student ID: _____

Mobile Phone: _____Personal Email Address: _____

2. Course your Suspension of Studies Relates to:

☐ Bachelor of Screen and Stage (Acting) COHORT:	☐ Bachelor of Screen and Stage (Screen Production) COHORT:	☐ Bachelor of Musical Theatre COHORT:
☐ Graduate Certificate in Creative Business Management COHORT:	☐ Graduate Diploma in Creative Business Management COHORT:	☐ Master of Creative Business Management (Leadership) COHORT:

☐ Master of Creative Business Management (Digital Marketing) COHORT:	☐ Master of Creative Business Management (Digital Marketing) COHORT:	☐ Master of Creative Business Management (Event Management) COHORT:
☐ Master of Creative Business Management (Project Management) COHORT:		

3. Period of Suspension of Studies

Requested Trimester for Suspension of Studies: _____

Effective Date: _____Expected Return Date: _____

4. Reason for Suspension of Studies Request

Note for International Students: International students applying for a Suspension of Studies must provide documentary evidence of compassionate or compelling circumstances. Examples of such circumstances can be found in the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure.*

_____

_____

_____

_____

_____

_____

_____

5. Declaration

☐ For Domestic Students - I have read and understood the *Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure.*

☐ For International Students - I have read and understood the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* and understand the potential impacts an approved Suspension of Studies may have on my student visa.

Signature of Applicant: …… Date: ……

6. Submitting your Application for Suspension of Studies

Return this form to:

- Email: admin@apac.edu.au
- Deliver: APAC reception, Level 5 102 Adelaide Street. Brisbane

7. Assessment of your Application

Your application will be processed based on the date stated in the declaration.

8. Office Use Only

☐ Suspension of Studies Confirmed

☐ Suspension of Studies Denied

Suspension of Studies Effective Date:

Suspension of Studies End Date:

Director of Higher Education Signature: _____

Administration Process:

☐ Students' course status is updated in SMS.

☐ For international students, PRISMS has been updated with approved Suspension of Studies dates.

☐ Form loaded in Student's file in SMS.

☐ Email sent to Student with outcome.

☐ Update Student Suspension of Studies Register