

# Request to temporarily suspend studies form



This form is to be used by international students who are seeking approval to temporarily suspend their studies in accordance with the relevant policy and procedures, and their Enrolment Agreement. Please note that suspending your enrolment may affect your student visa.

## Privacy statement

EQI is collecting the information on this form to assess your request for approval to temporarily suspend studies. The information collected on this form will be provided to your parents, your homestay provider (where applicable), your school and EQI. The information will be recorded, used and disclosed for the purposes of the Director, International Student Programs (ISP), on behalf of EQI considering and approving or declining to approve your request. This information may be used for behaviour management and to cancel your enrolment if you provide false or misleading information, or fail to provide relevant information. Your personal information may otherwise be used or disclosed where authorised or required by law. Suspensions will only be approved on compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend class). Declining to approve your request, may have an impact on your attendance requirements, which may affect your visa. If approved, a Travel, activities and special events request form may need to be completed.

## How to complete this form

1. Please tick ✓ where appropriate
2. Complete Section A: Student details
3. Complete Section B: Reason for request to suspend studies
4. Complete Section C: Details of suspension
5. Sign Section D and E: Student and parent declaration
6. Email this form to [EQInternational@ged.qld.gov.au](mailto:EQInternational@ged.qld.gov.au) with 'request to suspend studies' in the subject line and all required supporting documents attached. For enquiries, please phone 1800 316 540 (within Australia) or +61 7 3513 5301 (outside of Australia).

## Section A: Student details

<b>Student name:</b>			
<b>EQI Student ID:</b>		<b>Date of birth:</b>	
<b>School:</b>			<b>Year level:</b>

## Section B: Reason to suspend studies

<input type="checkbox"/>	I have attached documents as evidence of compassionate or compelling circumstances (for example, medical certificate)
<input type="checkbox"/>	I have discussed with my international student coordinator

(Provide as much detail as possible here)

## Section C: Details of suspension

<b>Date of request:</b>		<b>Date suspension to commence:</b>		<b>Date suspension to finish:</b>	
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## Section D: Student declaration

### I declare that:

- I have read and understood the privacy notice on this request form;
- I have read and understood the requirements outlined in the [Standard terms and conditions](#);
- I understand that approval will only be granted where compassionate or compelling circumstances are evident;
- I understand that if the request is approved, I may have to complete a Travel and activities request form;
- I understand that if the request is declined, it may affect my school attendance requirements, which may affect my student visa; and
- All information provided in this application form is true and accurate to the best of my knowledge.

<b>Student name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Section E: Parent declaration</b>			
<b>I declare that:</b>			
<ul style="list-style-type: none"> <li>• I have read and understood the privacy notice on this application form;</li> <li>• I have read and understood the requirements outlined in the <a href="#">Standard terms and conditions</a>;</li> <li>• I understand that approval will only be granted where compassionate or compelling circumstances are evident;</li> <li>• I understand that if the request is approved, the student may have to complete a Travel, activities and special events request form;</li> <li>• I understand that if the request is declined, it may have an effect on the student's attendance requirements, which may affect their student visa; and</li> <li>• All information provided in this application form is true and accurate to the best of my knowledge.</li> </ul>			
<b>Parent name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Email:</b>			
<b>Section F: Endorsement – Manager - Operations, ISP</b>			
<b>I confirm that:</b>			
<ul style="list-style-type: none"> <li>• this request has been reviewed and assessed taking into consideration all relevant circumstances including the details provided on this form and supporting evidence;</li> <li>• the student's destination school supports the request; and</li> <li>• final approval lies with the Director, ISP, EQI identified below.</li> </ul>			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Section G: Approval – Director, ISP, EQI</b>			
<input type="checkbox"/>	I approve this request for the student stated in Section A to suspend their studies.		
<input type="checkbox"/>	I <b><u>DO NOT</u></b> approve this request for the student stated in Section A to suspend their studies.		
<b>Reason for <u>not</u> approving request to suspend studies:</b>			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	