

Request to temporarily suspend enrolment form



This form is to be used by international students, school staff and EQI who are initiating a temporary suspension of a student's enrolment in accordance with the relevant policy and procedures, and their Enrolment Agreement. Please note that deferring commencement of your enrolment may affect your student visa and we advise you contact the Department of Home Affairs to seek advice about any potential impacts on your visa, including the need to obtain a new visa.

Privacy statement

EQI is collecting the information on this form to assess a request for approval to temporarily suspend enrolment. Your personal information will only be dealt with in accordance with the relevant Australian privacy laws. The information collected on this form will be provided to the student's parents, homestay provider (where applicable), 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 a request. This information may be used for behaviour management and to cancel a student's enrolment if false or misleading information is provided, or failure to provide relevant information. Personal information may otherwise be used or disclosed where authorised or required by law. Suspensions will only be approved in compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend class), or for misbehaviour. Declining to approve a request, may have an impact on the student's attendance requirements, which may affect their visa. If approved, a Travel and activities request form may need to be completed.

How to complete this form

1. Please tick ✓ where appropriate
2. Complete Section A: Initiated by
3. Complete Section B: Student details
4. Complete Section C: Reason for request to suspend studies
5. Complete Section D: Details of suspension
6. Sign Section E and F: Student and parent declaration
7. Email this form to EQInternational@qed.qld.gov.au with 'request to suspend enrolment' 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: Initiated by

<input type="checkbox"/>	Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>	School	<input type="checkbox"/>	EQI
Name:				Position (if applicable):			

Section B: Student details

Student name:							
EQI Student ID:		Date of birth:					
School:		Year level:					

Section C: Reason to suspend enrolment

<input type="checkbox"/>	Compassionate or compelling circumstances for example, medical certificate (attach documents as evidence)
<i>(Provide as much detail as possible here)</i>	

Section D: Details of suspension

Date of request:	Date suspension to commence:	Date suspension to finish:	
Comments			

Section E: Student declaration

I declare that:

- I agree to suspend my enrolment due to compassionate and compelling circumstances;
- 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 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.

Student name:

Signature:

Date:

Section F: Parent declaration

I declare that:

- I agree to suspend my child's enrolment due to compassionate and compelling circumstances;
- I have read and understood the privacy notice on this application form;
- I have read and understood the requirements outlined in the [Standard terms and conditions](#);
- I understand that if the request is approved, the student may have to complete a Travel and activities request form;
- 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
- All information provided in this application form is true and accurate to the best of my knowledge.

Parent name:

Signature:

Date:

Office Use Only

Section H: Approval – Director, ISP, EQI

I approve to suspend the enrolment of the student stated in Section B.

I **DO NOT** approve to suspend the enrolment of the student stated in Section B.

Reason for not approving request to suspend studies:

Name:

Signature:

Date: