

INTERMISSION or SUSPENSION FROM COURSE FORM



Complete this form in BLOCK LETTERS and submit to Student Services Team via email at studentservices@analyticsinstitute.edu.au

Please note: **No refund may be applicable after commencement.** (For further information refer to the Academic Calendar on the Analytics Institute of Australia website), [AIA Fees, Charges and Refund Policy](#) and AIA_Suspension Policy.

You must comply with the maximum time allowed to complete a course as per the [Study Load Policy](#). You may be approved for intermission/suspension for up to 1 year. International student visa holders are granted intermission or suspension for only one trimester at a time and are advised that taking intermission/suspension may impact their student visa. Application for Intermission/suspension is not complete until you have returned this form along with supporting documentation.

PERSONAL DETAILS

| | |
|--|--|
| Family name: | <input type="text"/> |
| Given name(s): | <input type="text"/> |
| Student ID Number: | <input type="text"/> |
| Email Address: | <input type="text"/> |
| Contact Number: | <input type="text"/> |
| Course Name: | <input type="text"/> |
| Are you an international student holding a student visa? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you cleared outstanding fee dues: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

INTERMISSION or SUSPENSION DETAILS

| | | |
|--|--|-------------------------------------|
| I request a period of | <input type="checkbox"/> Intermission | <input type="checkbox"/> Suspension |
| Reason | <input type="checkbox"/> Compassionate | <input type="text"/> |
| | <input type="checkbox"/> Compelling | <input type="text"/> |
| Other Comments | <input type="text"/> | |
| Requested Period of Intermission / Suspension | | |
| Start Date | <input type="text"/> | End Date <input type="text"/> |

STUDENT DECLARATION

I hereby state that the above information provided by me is true and correct.

Student Signature: Date:

List of Supporting Documents accepted along with this form

For Compassionate reasons, a document stating:

- Serious Illness or Injury (Self or Immediate Family)
- Death of a Close Family Member
- Family or Domestic Violence
- Mental Health Crisis
- Natural Disaster or Major Incident Affecting Family/Home
- Family Breakdown or Divorce
- Unexpected Caregiving Responsibilities
- Pregnancy or Childbirth Complications
- Cultural or Religious Obligations (Due to Crisis or Loss)
- Significant Trauma or Personal Hardship

For Compelling reasons, a document stating:

- Medical Certificates or Reports
- Death Certificate or Funeral Notice
- Police Reports
- Statutory Declarations
- Legal Documents
- Letters from Social Workers or Government Agencies
- Travel or Visa Documents
- Letter from Religious Leader or Community Elder

FOR OFFICE USE ONLY

Form Reviewed by

Academic Department

Admissions Department

Approval Status

Approved

Rejected

**Reason
(if rejected)**

Approved Period of Intermission / Suspension

From

To

Approved by:

Signature

Date

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.