

Application Form - Deferment and Suspension

Minecraft College of Australia Pty Ltd (herein referred to as "MCA")

Student's Personal Details						
Full Name:						
Student ID:						
Course Code & Name:						
Address: Post Code:						
Phone no:						
Email ID:						
Request for: (Please tick the following)						
• Deferment	From:		Till:		Last day of study: (If you have any)	
• Suspension	From:		Till:		Last day of study: (If you have any)	
Please tick the reason for the request.						
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <input type="checkbox"/> Medical Grounds <input type="checkbox"/> Compelling/compassionate Reasons <input type="checkbox"/> Future intake Date </div> <div> <input type="checkbox"/> Others; Please specify </div> <p style="margin-top: 10px;">Please mention the reason in detail:</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>						

Documents attached:

- ☐ Medical Certificate ☐ Travel Documents ☐ Mails ☐ Supporting Certificates
☐ Others; please specify _____

Points to be noted:

- The application for deferment or suspension will be accessed after all the supporting documents and evidence have been provided.
- Please note that the Institute will grant a deferral or suspension of your studies only if there are compelling and compassionate circumstances and evidence for the same has been provided.
- In case where deferment or suspension has not been granted, students are required to attend their classes at MCA as per their course schedule.
- Students have the right to appeal through MCA's complaints and appeals process. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the student's health or well-being, or the well-being of others, is likely to be at risk.

Please note: It is advised that students should have a valid deferment or suspension because abandoning their studies might lead to cancellation.

Student's Declaration:

I understand that suspension or deferral may result in an extension of my course duration.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
☐ I have been advised of all the relevant information in relation to the request made on this form.
☐ I am aware of my right to appeal.

Student Signature:
Date:

OFFICE USE ONLY:			
Authorised Person Approval	Name		
	Signature		Date:
Decision of Request	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted		
Course Adjustment (If required): 			