



Australian National  
Institute of **Business  
and Technology**

CRICOS: 02056B RTO: 21368

### Suspension Request Form

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Course: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I am requesting suspension from:**

**Start date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

Please note:

- Maximum suspension period is 6 months.
- Suspension requests can only be approved under compassionate or compelling circumstances.
- Students requesting suspension over 28 days must contact the Department of Immigration & Citizenship (DIAC).
- Suspension may require an extension of your end study date. As a result, students may need to extend their COE and student visa. Upon resumption of studies, students may also be subjected to charges where they are required to repeat their studies and/or require extra tuition in order to complete a course.
- You will have to fit into the timetable which ANIBT is able to offer you on your recommencement.
- Upon return, you must fill out a Suspension Return Form (available at reception) and attend a meeting with the Student Support Manager to authorise your readmission to ANIBT and finalise your academic strategy. You must also attend at the Department of Immigration & Citizenship (DIAC) as advised.

Reason for suspension of studies:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student support services: \_\_\_\_\_

**Authorised by:**

Please submit this form to ANIBT Reception, located on Level 7, 474 Flinders Street, Melbourne VIC 3000, Australia.

**Please note:** you may only be absent for your **approved** suspension period. If you wish to extend your suspension period, you must contact ANIBT as soon as possible, and gain the appropriate authorisation. You will be notified of the outcome of your request in writing. If you do not have written authorisation to suspend your studies and you do not attend your scheduled classes, you will be marked absent and your attendance percentage will be affected. Suspension will affect your academic progress and hinder your success in achieving your academic goals. You are required to make an appointment with the course co-ordinator.