



Note to Students					
Students who wish to defer or suspend their course should fill this form and submit to the front office or via email to admin@acemelbourne.edu.au. Deferment will be approved only under compassionate and compelling circumstances. Need to submit the relevant evidence documents. Do not use this form for any change of course within the college. You must use Course change request form for change of course. You may incur charges for Course deferral (Please check it with ACE Administration)					
Personal Details					
Given Name			Surname		
Date of Birth			Student ID		
Address					
State			Postcode		
Home Phone		Mobile		Email	
Course Deferment or Suspension Details					
Course(s) currently enrolled and want to Defer or Suspend: (Evidences need to be submitted)					
Current Course Enrolled					
Reason for Deferment or Suspension					
Deferment/Suspension Dates	From: _____ To: _____			Evidence Submitted Yes <input type="checkbox"/> No <input type="checkbox"/>	
Student Signature			Date		
Office Use Only					
Date Received			Received By		
Deferment/Suspension Approved	<input type="checkbox"/> Yes (if Yes, please provide the Details) _____ <input type="checkbox"/> No				
CoE end date affected	<input type="checkbox"/> Yes (if Yes, please check provide the new CoE Date) _____ <input type="checkbox"/> No				
Date Processed			Processed By		
Correspondence sent to the student (Yes / No) Date:			Sent By:		