

Main Campus  
287- 313 Macaulay Road  
North Melbourne VIC 3051

Second Campus  
65, Mark Street,  
North Melbourne VIC 3051

Telephone No: +61 3 9348 9002  
Facsimile: +61 3 9329 2454  
Website: www.ashmark.edu.au  
Email: info@ashmark.edu.au



## APPLICATION OF DEFERMENT/SUSPENSION/ CANCELLATION/ LEAVE OF ABSENCE

### IMPORTANT:

- This form **MUST** be submitted to Administration Department for approval.
- Charges are subjected to The Ashmark Institute of Australia's Agreement to terms and conditions of enrolment.
- **You will be notified of your application outcome within 10 working days from the date of receipt.**
- If you change your address during the period of suspension/ deferment/ cancellation/ leave of absence, please contact us to ensure your address details are updated for future correspondence.
- All fields are compulsory
- **All applications should be submitted with relevant documentation.**

### PERSONAL DETAILS:

Family Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Given Name:		Date of Birth:	
Address:		Suburb/City:	Post Code:
Student ID No:	Group:	Email:	Mobile:
Course: <input type="checkbox"/> Certificate III in Automotive Mechanical Technology <input type="checkbox"/> Diploma of Automotive Management <input type="checkbox"/> Diploma of Management			

### APPLYING FOR:

Deferment  Suspension  Cancellation  Leave of Absence

### Please tick the appropriate reason:

Financial problem  Unable to cope with the course taught  Illness  Personal matters  Family Obligations  Family Bereavement  
 Others (please state): \_\_\_\_\_

Please specify the time period: \_\_\_\_\_

### STUDENT'S DECLARATION:

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I authorize The Ashmark Institute of Australia to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of my application or a withdrawal of the offer of a place.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

### FOR OFFICE USE ONLY

APPROVED

NOT APPROVED

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

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