

Request to temporarily suspend enrolment form

Privacy statement

Department of Education collects personal information from you, including information about your name, email address, signature, address, telephone number, date of birth, and school enrolment details.

We collect this information to assess a request for approval to temporarily suspend enrolment. The Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 allow us to collect this personal information.

Your information may be shared with your parents, homestay provider (where applicable), school, and Education Queensland International (EQI) staff. This information may be used for behaviour management and to cancel a student's enrolment if false or misleading information is provided, or failure to provide relevant information

We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the Information Privacy Act 2009.

How to complete this form

- This form is to be used by overseas students, school staff and EQI staff who are initiating a temporary suspension of a student's enrolment in accordance with the [Attendance – subclass 500 \(schools\) visa procedure](#), and their Enrolment agreement.
- Please note that suspending enrolments can affect student visa conditions and we advise overseas students to contact the Department of Home Affairs to seek advice about any potential impacts on this visa, including the need to obtain a new visa.
- Suspensions requested by an overseas student will only be approved in **compassionate or compelling circumstances** (for example, illness where a medical certificate states that the student is unable to attend class). Declining to approve a request, may have an impact on the student's attendance requirements as any absence will be counted, which may affect their visa. If approved, a Travel and activities request form may need to be completed.
- School or EQI initiated suspension request will only be approved in extenuating circumstances due to welfare risk. Any compassionate or compelling circumstances must be requested by the overseas student.
- Email this form to EQInternational@qed.qld.gov.au with 'request to suspend enrolment' in the subject line and all required supporting documents attached. For enquiries, please phone 1800 316 540 (within Australia) or +61 7 3513 5301 (outside of Australia).

Temporary suspension of enrolment initiated by

Student	Parent	School	EQI	Other: (specify)
Name:				Position: (if applicable)
Compassionate or compelling circumstances: for example, illness, injury or other serious events (attach documents as evidence - example medical certificate, travel itinerary, letter from the parent).				
School or EQI initiated request: Extenuating circumstances due to welfare risk.				

Overseas student details

Family name:		Given name/s:	
OneSchool ID:		Date of birth:	
School:		Year level:	

Suspension of enrolment details

Date suspension to start:		Date suspension to finish:	
Reasons for suspension of enrolment: (provide as much detail as possible here)			

School acknowledgement

☐ I have discussed this temporary suspension of enrolment request with my school.

School officer name:

Overseas student's and parent's agreement

I/we declare that:

- I agree to suspend my (child's) enrolment due to compassionate and compelling circumstances;
- I have read and understood the privacy notice on this request form;
- I have read and understood the requirements outlined in the [Standard terms and conditions](#);
- I understand that if the request is approved, I may have to complete a Travel and activities request form;
- I understand that if the request is declined, it may affect my school attendance requirements as any absence will be counted where there is no approved temporary suspension in place, which may affect my student visa; and
- All information provided in this application form is true and accurate to the best of my knowledge.

Student family name:		Student given name/s:	
Signature:		Date:	
Parent name:		Email:	
Signature:		Date:	

OFFICE USE ONLY: EQI officer approval

I **approve** the temporary suspend the enrolment request.

I **DO NOT** approve the temporary suspend the enrolment request.

Reason: A reason for **not approving** the temporary suspension of enrolment must be provided.

Name:			
Signature:		Date:	