

## DEFERRAL & SUSPENSION APPLICATION

1. To defer or apply for a suspension the learner or approved staff member (e.g. manager of employee enrolled in course) must complete all sections of this form.
2. This form is to be submitted to the RTO Administration and Compliance Officer or RTO Manager via [training@excels.com.au](mailto:training@excels.com.au)
3. A copy of this form must be kept in learners' file.

<b>STUDENT NAME:</b>			
<b>STUDENT USI NO:</b>			
<b>CONTACT NUMBER:</b>			
<b>COURSE CODE:</b>			
<b>COURSE NAME:</b>			
<b>PROGRAM:</b>			
<b>REQUEST:</b>	<input type="checkbox"/> Deferral	<input type="checkbox"/> Suspension	
<b>REASON: (Please attach any supporting evidence)</b>			
<b>EFFECTIVE DATE</b>		<b>END DATE</b>	

<b>NAME:</b>			
<b>TITLE:</b>			
<b>SIGNATURE:</b>		<b>DATE</b>	

### FOR RTO OFFICE USE ONLY

<b>NAME:</b>			
<b>TITLE:</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	