



## PYP Application for Disruption to Studies

### **Important Information – PLEASE NOTE:**

This form is to be completed and sent to [py.student@qiba.edu.au](mailto:py.student@qiba.edu.au) for approval.

The **PY attendance** requirement is 100%. Every unit must be attended to pass the course.

**If leave is approved the Graduation Date** will be delayed (extended) by the amount of time the student takes off from the program (this includes late intake; \*extenuating and non-extenuating circumstances).

All **leave requests** will incur an administration fee of \$250 (exc. GST). The administration fee may be waived only for \*extenuating circumstances with provided supporting documents. The Professional Bodies do not approve of students taking leave during the Professional Year Program, except for medical reasons that can be supported with official documentation that has been translated officially.

All Professional Year course interstate and/or intrastate **transfers** will incur an administration fee of \$500 (exc. GST). If the Transfer Form has been submitted no later than 14 days prior to the commencement of the Internship component an additional transfer fee of \$115 (exc. GST) will be applied.

If the Transfer Form has been submitted within 14 days of/after commencement of the Internship component an additional late notice transfer fee of \$900 (exc. GST) will be applied. [PYP-Terms-and-Conditions](#)

Personal Details			
Date of Application:			
Family name:			
Given name/s:			
Course Start Date:		Class Code:	
State:		Mobile:	
Email Address:			
Application Details			
I am applying for: (tick the appropriate box)	<input type="checkbox"/> <b>*Extenuating Circumstances</b> (please provide supporting documentation) <input type="checkbox"/> <b>** Non-extenuating Circumstances</b>		
Dates of leave:	to	Total number of weeks:	
Days available to attend classes: *subject to availability			
Class Location:	Brisbane	Canberra	Hobart Sydney



**Reason for Disruption:**

**Evidence of Reason (attach all relevant documents):**

**Please include the units missed and explain how they will be covered:**

**\*EXTENUATING CIRCUMSTANCES**

*QIBA will always use its professional judgment in making decisions and each case will be judged on its individual merits. These circumstances could include (but are not limited to):*

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;*
- bereavement of close family members such as parents or grandparents;*
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;*
- a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports.*

*In such cases as described above, QIBA may approve a temporary suspension of the student's studies as per the Deferral, Suspension and Cancellation Policy.*

**\*\*NON-EXTENUATING CIRCUMSTANCES**

*A fee of \$250 (exc. GST) will be charged for administration costs on applications deemed non extenuating, payable within seven (7) days of receipt of substitute class details. Non-payment will exclude student from class, and graduation will be delayed or cancelled.*



**Student/Candidate Declaration:**

- I declare that the information provided above is true and complete.
- I have read and understand the information regarding extenuating and non-extenuating circumstances.
- I understand that my request may incur administration fees (as detailed above) due to the disruption to my studies.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application.
- I understand that deferring or suspending my enrolment will affect my course completion date (graduation date) and may also affect my current student visa.

**Student Signature:**

**Date:**

**Office Use Only**

**Approved by:**

**Position:**

**Approval date:**

**New Class Code:**

**New Graduation Date:**

Invoiced

Details recorded in AXcelerate