



SUSPENSION/LEAVE FORM

This Form is to be completed by students who wish to suspend or take leave from their studies after commencing their course at Marriott Academy. A suspension or leave allows students to temporarily pause their studies due to compassionate or compelling circumstances while remaining enrolled with Marriott Academy. Students must provide supporting documents with this form.

Please note that suspension or leave requests may not be approved if there are outstanding fees. Students are also advised to contact the Department of Home Affairs to understand any possible impact on their student visa.

Date:	
Student Name:	
Student ID:	
Date of Birth:	
Email:	
Contact number:	
Address:	
Course:	

Reason for Leave/Suspension:

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Dates/Duration of Leave:

From: _____ To: _____
_____ ☐ Days ☐ Weeks ☐ Months



Student Declaration

☐ I declare the information provided by me (the student) on this form is true and correct. I understand that even if Marriott Academy approves my application for leave/suspension, it is my responsibility to contact DHA regarding any visa changes that may occur hereafter.

Student Name:			
Date:		Signature:	





Office Use Only

Received and checked by: Name:

Date:

Fees up to date	☐ Yes	☐ No
If No , add comments:		
Evidence provided	☐ Yes	☐ No

Leave/Suspension start date		Leave/Suspension end date	
COE end date affected	☐ Yes		☐ No
New COE end date (if applicable)			
Future COE dates affected?	☐ Yes		☐ No

Future COE course	Future COE (new) start date	Future COE (new) end date

Processing staff:		Signature:	
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Authorised Management Approval:	
Designation:	Name:
Signature:	Date:

Decision on the Request:	☐ Granted	☐ Not Granted
COE duration adjusted:	☐ Yes	☐ Not Applicable
Student notified	☐ Yes	☐ NO
Student File Checklist for Leave/Suspension:	☐ Evidence of "Notification given to student" has been attached in the file ☐ New COE attached in the file ☐ Documentary Evidence including this form and supporting documents have been kept in file	