

APPLICATION FOR:

SUSPENSION OF CANDIDATURE or EXTENSION OF CANDIDATURE or DISCONTINUATION OF STUDIES

this form must be submitted to the Registrar

name: _____ **student #:**

course: Bachelor of Ministry Graduate Diploma of Divinity Master of Arts (Theology) Doctorate of Ministry
 Bachelor of Theology Master of Divinity Master of Theology Doctorate of Theology
 other _____

address: _____

suburb: _____ **pcode:** _____

phone: h _____ w _____ m _____

email: _____

I would like to remain on Ridley's mailing lists? YES / NO

I would like to apply for (*tick one*):

SUSPENSION OF CANDIDATURE

for the period ____/____/____ until ____/____/____

please note: your candidature will lapse if a student does not re-enrol once their period of Suspension of Candidature has ended.

EXTENSION OF CANDIDATURE

for the period ____/____/____ until ____/____/____

Please state reason/s for applying for a Suspension of Candidature/Extension of Candidature:

DISCONTINUATION OF STUDIES

please note: students who discontinue their studies will need to reapply if they later wish to return to their studies at Ridley Melbourne.

student signature: _____ **date:** _____

STUDENT CHECKLIST

Your application will not be processed unless all of the following are complete:

- have you completed the form with all your personal details?
- have you attached your student card? If not, please provide reason: _____
- postgraduate students: have you spoken with your supervisor?
- have you checked and settled all Ridley accounts (Library, Bookshop, Student Account)?
- have you attached all relevant supporting documentation to this application (eg. medical certificate)?
- have you returned all books borrowed from the Ridley College Library?

FOR OFFICE USE ONLY:

received by the registrar's office: _____ **date:** _____

checked with accounts: *date:* _____ *by:* _____ *notes:* _____

checked with library: *date:* _____ *by:* _____ *notes:* _____

checked with bookshop: *date:* _____ *by:* _____ *notes:* _____

checked with supervisor: *date:* _____ *by:* _____ *notes:* _____

NOTIFIED:

ACT *date:* _____

approved ? Y / N *date:* _____

student *date:* _____ *by:* _____ *notes:* _____

accounts *date:* _____ *by:* _____ *notes:* _____

library *date:* _____ *by:* _____ *notes:* _____

bookshop *date:* _____ *by:* _____ *notes:* _____

supervisor *date:* _____ *by:* _____ *notes:* _____

developmt office *date:* _____ *by:* _____ *notes:* _____

tams *date:* _____ *by:* _____ *notes:* _____