

## APPLICATION FOR

SUSPENSION OF CANDIDATURE or EXTENSION OF CANDIDATURE or DISCONTINUATION OF STUDIES

*this form must be submitted to the Registrar*

**name:** \_\_\_\_\_ **student #:** \_\_\_\_\_

**course:**

- Diploma of Ministry [p2]    Diploma of Theology [p2]    Bachelor of Ministry    Bachelor of Theology  
 Master of Divinity    Master of Ministry    Graduate Diploma of Divinity  
 Master of Theological Studies    Master of Theology    Doctor of Theology    Doctor of Ministry  
 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*):

(*supporting documentation is now required for any length of time being applied for*)

**SUSPENSION OF CANDIDATURE**  *supporting documentation attached*

for the period \_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_

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

**EXTENSION OF CANDIDATURE**  *supporting documentation attached*

for the period \_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_

**DISCONTINUATION OF STUDIES**

**please note:** *students who discontinue their studies will need to re-apply if they later wish to return to their studies at Ridley College.*

Please state reason/s for applying for a Suspension of Candidature, Extension of Candidature, or the Discontinuation of studies:

**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 or disposed of 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, Student Account)?
- have you returned all books borrowed from the Ridley College Library?
- have you attached all relevant supporting documentation to this application (eg. medical certificate)?

**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 supervisor:***date:* \_\_\_\_\_ *by:* \_\_\_\_\_ *notes:* \_\_\_\_\_

**NOTIFIED:**

**ACT** *date:* \_\_\_\_\_

**approved ?** Y / N  
*date:* \_\_\_\_\_

student *date:* \_\_\_\_\_ *by:* \_\_\_\_\_ *notes:* \_\_\_\_\_

accounts *date:* \_\_\_\_\_ *by:* \_\_\_\_\_ *notes:* \_\_\_\_\_

library *date:* \_\_\_\_\_ *by:* \_\_\_\_\_ *notes:* \_\_\_\_\_

supervisor *date:* \_\_\_\_\_ *by:* \_\_\_\_\_ *notes:* \_\_\_\_\_

paradigm *date:* \_\_\_\_\_ *by:* \_\_\_\_\_ *notes:* \_\_\_\_\_

meshed *date:* \_\_\_\_\_ *by:* \_\_\_\_\_ *notes:* \_\_\_\_\_