

APPLICATION FOR SUSPENSION OF POSTGRADUATE SCHOLARSHIP

Research Office, Level 6, Jane Foss Russell Building, G02, The University of Sydney, NSW 2006

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Please complete this form and return it to Research Office. Please print clearly.

Payroll ID No. (refer to your Payslip): _____ Student No.: _____

Title: _____ Surname: _____ Other Names: _____

Residential address: _____
(Please note that your fortnightly payslips will be sent to this address.)

Telephone number/s: _____ E-mail: _____

Discipline/School & Faculty: _____ Degree: _____

Name of Scholarship/s: _____

Suspension period: from ____/____/____ to ____/____/____ Duration: _____
(please put exact dates)

Reason/s: _____

(Attach extra page and supporting documents if required.)

Please read the following information carefully:

1. Students who are holders of certain postgraduate research awards can apply for up to a total of 12 months suspension during the tenure of their award. It is not possible to suspend awards during the first six months of tenure. Periods of suspension are cumulative. Failure to resume study after suspension will result in the award being terminated.
2. In determining the period of suspension, please take into account the HECS census dates (31 March and 31 August) and the enrolment dates set by your Faculty. Your scholarship cannot recommence and cannot be backdated to a date prior to your official re-enrolment date recorded by the University.
3. Please ensure this completed form is received by the Research Office at least two weeks before scholarship payment is due to stop.
4. Please note that suspension of your scholarship will not automatically result in suspension of your candidature. **You must apply separately to your Faculty to suspend your candidature or for a period of leave of absence.** Periods of study undertaken towards your degree during suspension of your award will be deducted from the maximum period of tenure.
5. To resume stipend payments, you must re-enrol at your Faculty (if you have suspended your candidature), recommence full-time study, complete and return a *Scholarship Recommencement Form* (available from the Research Office website).

Signed (Scholarship holder): _____ Date: ____/____/____

I recommend approval of this suspension:

Signed (Supervisor): _____ Date: ____/____/____

Signed (Head of Department): _____ Date: ____/____/____

Research Office/HRSC use only

Job # _____ Class _____ Prev Susp: _____ Susp Approved

1. Leave Booking - Reason: LWP

Unpaid LOA Start Date: ____/____/____ Unpaid LOA End Date: ____/____/____

2. Occupancy - Insert Row: status NPY, reason STA Start date: ____/____/____

Change Current End Date: ____/____/____ to Revised End Date: ____/____/____

Change Current Incr Date: ____/____/____ to Revised Incr Date: ____/____/____

3. Overpayment - N / Y: _____ days, \$_____ to be recovered by RO → OP register

Checked & sent _____ Entered – leave, Occ & Allow dates NPY Letter & Form sent