

Course Deferral, Pause or Withdrawal Application Form for Students

INSTRUCTIONS FOR STUDENTS

Students can use this form to apply for approval to defer, pause or withdraw from studies.

1. Complete Part A and the appropriate Part B (Defer), C (Pause) or D (Withdraw).
2. Email your completed form to your Trainer (if known), and CC enquiry@gotafe.vic.edu.au

INSTRUCTIONS FOR TRAINERS

1. Trainers may assist students to complete this form.
2. Ensure the student understands the conditions and signs the form.
3. For Deferrals and Pause Applications, email a copy of the form to enquiry@gotafe.vic.edu.au
4. For all application types, Trainers must complete and attach this form AND the Enrolment Withdrawal Form FSA-80, and lodge through Help Desk.

Deferral is where a student has been accepted into a course and requests within 28 days of the course commencement to defer their studies until the following year.

Pause is where a student has commenced their studies and after 28 days of the course commencement, requests to pause their studies due to personal circumstances, with the intention to re-commence in the following year.

Withdraw is where a student discontinues their studies and does not intend to re-commence.

PART A: Student and Course Details

Student's Name			Student ID number (if known)	
Mobile number		Email		
Course code		Course title		
Campus location		Course Commencement Date		
Application Type	<input type="checkbox"/> Deferral Complete Part B		<input type="checkbox"/> Pause Complete Part C	<input type="checkbox"/> Withdrawal Complete Part D
Reason for application				
Planned Course Recommencement Date (month & year)				
Trainer's name*			Trainer's signature*	

* not required in cases of deferral if the student has not commenced

PRIVACY COLLECTION NOTICE

Goulburn Ovens Institute of Technical and Further Education (GOTAFE) (ABN 33 549 081 413) is collecting your personal information for the purpose set out above. If you don't provide your personal information, we may not be able to process this request. We use, disclose and handle your personal information in accordance with our [Privacy Policy](#), and will only collect personal information that is relevant to, and necessary for, this request. We will not disclose your personal information to a third party for any reason other than for the primary purpose that it was collected, unless for a lawful secondary purpose. GOTAFE's Privacy Officer may be contacted for any enquiries or advice on privacy matters or to seek access to and correct personal information. Contact details are contained in the [Privacy Policy](#)

☐ **PART B: Course Deferral CONDITIONS:**

- Course Deferral is where a student has been accepted into a course and requests deferral until the following year.
- Students may apply for a deferral prior to or within 28 days of the Course Commencement Date.
- Deferrals are only granted for 1 year, after which time a new Deferral Application will need to be lodged for approval or the student will be withdrawn from the course.
- Any units already commenced will be withdrawn for the current enrolment period.
- All tuition and consumable material fees for all Units will be refunded.
- The Student Services Fee is not refunded but will not be recharged upon recommencing the course.
- Deferral will secure the student's place in the next year's course intake on the proviso that:
 - a) The course is still being offered by GOTAFE.
 - b) The student still qualifies for a place in the event that the entry requirements for the course have changed.
- Students must be aware re-commencement in the course will generate tuition and material fees at a rate which may have changed from the original enrolment and is subject to the student still meeting funding eligibility criteria and the availability of funding initiatives.
- Deferral approvals are granted by the Coordinator Student Enrolment & Admission or Education Coordinator.

Student Acknowledgement

- ☐ I acknowledge and agree I am applying to **Defer** my studies in the course nominated for a period of up to one year in order to secure my place in the course.
- ☐ I understand my application may not be approved, and a future place in the course is subject to GOTAFE continuing to deliver the course and my continued ability to meet course entry requirements which may be subject to change.
- ☐ I understand and agree to the Conditions for Course Deferral as described above including the fees and refunds conditions.
- ☐ I understand that future access to Government funding initiatives is not guaranteed and is subject to availability and government policy (for example 'Free TAFE' and 'Job Trainer' initiatives).

Student's signature		Date	
Parent/Guardian's signature <small>(if student is under 18 years of age)</small>		Date	
Approval:			
Education Coordinator's signature <small>(if student commenced course)</small>		Date	
Coordinator Student Enrolment & Admission signature <small>(if student did not commence course)</small>		Date	

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A: If student has not started <ul style="list-style-type: none"> <input type="checkbox"/> Place student on next year's Course intake list – EAO <input type="checkbox"/> Process unit withdrawal cancellations and initiate refunds – EAO <input type="checkbox"/> Email student confirming Deferral – EAO <input type="checkbox"/> Amend Course Status in SMS to 'Deferred' – EAO <input type="checkbox"/> File application form in SMS Student-Documents – EAO 	B: If student has started <ul style="list-style-type: none"> <input type="checkbox"/> Place student on next year's Course intake list – EAO <input type="checkbox"/> Process unit withdrawals FSA-80 and initiate refunds – ESO <input type="checkbox"/> Email student cc trainer confirming Deferral – ESO <input type="checkbox"/> Update student sanction in SMS to 'Deferred' – ESO <input type="checkbox"/> File application form in SMS Student-Documents – ESO

☐ PART C: Pausing Studies

CONDITIONS:

- Pausing studies occurs when a student is part way through their course (more than 28 days after Course Commencement Date) and due to personal circumstances requests to put their studies on hold for a period of up to 1 year before recommencing their studies.
- Any Units not completed will be withdrawn for the current enrolment period.
- Tuition and consumable material fees associated with Units that have commenced remain payable.
- Tuition and consumable material fees for Units that have not commenced will be fully refunded.
- The Student Services Fee is not refunded and will be payable again upon recommencement of studies.
- Formal Pausing of the course will secure the student's place in the next year's course intake on the proviso that:
 - a) The course is still being offered by GOTAFE.
 - b) The student still qualifies for a place in the event that the entry requirements for the course have changed.
- The student will be required to re-enrol and recommence in uncompleted Units.
- Students must be aware re-commencement in the course will generate tuition and material fees at a rate which may have changed from the original enrolment and is subject to the student still meeting funding eligibility criteria and the availability of funding initiatives.
- Approvals to Pause studies are granted by the Education Coordinator.

Student Acknowledgement

- ☐ I acknowledge and agree I am applying to **Pause** my studies in the course nominated for a period of up to one year in order to secure my place in the course.
- ☐ I understand my application may not be approved, and a future place in the course is subject to GOTAFE continuing to deliver the course and my continued ability to meet course entry requirements which may be subject to change.
- ☐ I understand and agree to the Conditions for Pausing Studies as described above including the fees and refunds conditions.
- ☐ I understand that future access to Government funding initiatives is not guaranteed and is subject to availability and government policy (for example 'Free TAFE' initiatives).

Student's signature		Date	
Parent/Guardian's signature <small>(if student is under 18 years of age)</small>		Date	
Approval:			
Education Coordinator's signature		Date	

FOR OFFICE USE ONLY

- ☐ Place student on next year's Course intake list – EAO
- ☐ Process unit withdrawal cancellations and initiate refunds – ESO
- ☐ Email student cc Trainer confirming approval of Paused studies – ESO
- ☐ Amend Course Status in SMS to 'Paused' – ESO
- ☐ File application form in SMS Student-Documents – ESO

☐ PART D: Course Withdrawal

CONDITIONS:

1. Formal Course Withdrawal

- Formal Course Withdrawal is where a student has requested they withdraw from their course and does not intend to continue with their course.
- If a student applies to withdraw within 28 days of Course Commencement Date, all tuition and consumable material fees for all Units will be refunded.
- If a student applies to withdraw after 28 days of Course Commencement Date, tuition and consumable material fees for Units not yet commenced will be refunded, however tuition and consumable material fees associated with Units that have commenced remain payable.
- Students who have taken up a VET Student Loan must apply to withdraw at least 7 days prior to the VET Student Loan Census Date for the Loan to be cancelled; Loans will remain in place if withdrawal occurs after Census Date.
- The Student Services Fee is non-refundable.
- Students may re-apply for place in the Course at a later date if they choose and will go through the standard course application process as a new applicant.
- Approvals for Withdrawals are granted by the Education Coordinator.

2. Apparent Course Withdrawal

- Apparent Course Withdrawal is where a student has disengaged from participating in studies and has not responded to attempts by their Trainer to re-engage or to communications informing of impending withdrawal.
- The Trainer will initiate the Withdrawal procedure using the FSA-80 form; this application FSA-153 form is not required.
- Students may re-apply for place in the Course at a later date if they choose and will go through the standard course application process as a new applicant.
- Approvals for Withdrawals are granted by the Education Coordinator.

Student Acknowledgement

☐ I acknowledge and agree I am applying to **Withdraw** and discontinue from my studies in the course nominated.

☐ I understand and agree to the Conditions for Course Withdrawal as described above including the fees and refunds conditions.

Student's signature		Date	
Parent/Guardian's signature <small>(if student is under 18 years of age)</small>		Date	
Approval:			
Education Coordinator's signature		Date	

FOR OFFICE USE ONLY	
<input type="checkbox"/> Process FSA-80 Course Withdrawal Form – ESO <input type="checkbox"/> Initiate refunds – ESO <input type="checkbox"/> Process VSL cancellations if applicable – ESO <input type="checkbox"/> Amend Course Status in SMS to 'Withdrawn' – ESO <input type="checkbox"/> File application form in SMS Student-Documents – ESO	