

Application for Deferral of Studies Form

Deferring Studies in Non-Subsidised (Fee-For-Service) Courses or Programs

For non-subsidised courses or programs the College will only defer or temporarily suspend your enrolment on the grounds of compassionate or compelling circumstances (for example, severe illness for which there is a medical certificate) or as a result of misconduct by you.

Deferring Studies in Subsidised Training (i.e. Smart and Skilled)

For subsidised training (i.e. Smart and Skilled Enrolments) the College may defer your enrolment for up to 12 months, effective from the date the College receives a completed deferral application form.

Instructions

Complete and submit this form to the College when making application for deferral of studies. Completed forms may be submitted either in person, by email or by post to the College.

Student Details	
Student Number	
Full Name	
Address	
Date of Birth	

Period of Deferral: (DD/MM/YYYY)..... to (DD/MM/YYYY)

Or: Term No:..... Year: to Term No:..... Year:

Reason for deferral ?

List below (and attach) your evidence when applying for deferral on compassionate or compelling circumstances e.g. medical certificate.

- 1.
- 2.
- 3.
- 4.

I declare that the information I have provided on this application is correct. I understand that if I knowingly make any false or misleading statements I may be liable for disciplinary action.

Student Name: **Signature:** **Date:**

If under 18, Parent/Guardian Name: **Signature:** **Date:**

OFFICE USE ONLY: Received by: Date: Filed with student's records.