

Application for Deferral of Studies

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 (e.g. 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 twelve (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 to the College either in person, by email or by post.

Student details	
Student number	
Full name/s	
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.