

DEFERRAL APPLICATION FORM

About this form

This form is to be used when making an application to defer your enrolment on the grounds of compassionate or compelling circumstances.

Deferring the studies means that the students are requesting to postpone the commencement of a course. If you have already commenced your course and wish to suspend your studies, you will be required to complete a Suspension Application Form.

Student details

Given name/s	
Surname	
Phone number/s	
Email address	

Reason for deferral

Please briefly describe the reason you have decided to defer your studies. Attach all supporting documentation to accompany your request for deferral (Please note the College may request further documents if evidence provided is insufficient). *

Please specify the date you would like to defer your studies to.

Disclaimer

- I understand that this application may impact my Confirmation of Enrolment.
 I understand that changes on my CoE will be reported to the Department of Home Affairs.
 I am informed to seek advice from Immigration on the potential impact on my student visa if necessary.

Name	
Signature	
Date	

Office Use Only

- Approved Refused

Reasons for approving or refusing the request:

Actioned on:

Student advised on:

If application is approved, DET has been notified via PRISMS

Updated RTO Manager with any changes to enrolment

RTO Manager Signature		Date
Accountant Signature		Date
PRISMS Officer Signature		Date
Admissions Officer Signature		Date