

## Deferral Application Form

### About this form

This form is to be used when making an application to defer your enrolment into a course with us. You may defer your studies for up to 12 months. You must provide evidence of compassionate or compelling circumstances to defer your studies. Compassionate and compelling circumstances are personal circumstances that are involuntary and outside your control, for example, medical, family, wellbeing, or enrolment circumstances, and present you with limited or no choice. You must also provide supporting evidence with your application (e.g., a medical certificate).

### Student Details

<b>Full Name</b>	
<b>Student ID</b>	
<b>Date of Birth</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Course (s) Enrolled</b>	
<b>USI Number</b>	

### Reason for Deferral

**Please briefly describe the reason you have decided to defer your studies.**

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**Please specify the date you would like to defer your studies to (up to a maximum of 12 months)**

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## Student Declaration

*I declare that the documents and information I have provided is true and correct. I authorize Australian College of Technical Studies to verify my provided details with any party involved.*

**Student Signature:**

**Date:**

## Admin Use only

<b>I have verified the supporting documents</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Result of Application</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
<b>Signature of Admin Officer</b>		<b>Date of Approval</b>	

## Office Use Only

<b>Student informed of outcome</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>	
<b>CoE revised and sent to student (if done after commencement)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>	
<b>SMS updated</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>	
<b>Updated Training Plan sent to student with acknowledgement</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>	
<b>Admin Officer Name</b>		<b>Signature</b>	