

This form is to be completed if you are requesting a Deferral from either your course or some units of study. Please ensure you refer to the Checklist on the back and the Deferral Policy and Procedure before completing the form.

**PERSONAL DETAILS**

Family Name:  (Surname) First Name:

Student ID #:  College:

**GENERAL INFORMATION**

**Please refer to the Think: Education Deferral Policy on the website and call Student Services if you need clarification or information on how the policy refers to you.**

When do you intend on returning to your studies?	/ /		
Are your <b>FEES</b> paid up-to-date? <i>(If you answered NO or UNSURE, please contact Student Services)</i>	YES		NO
Are you aware of potential financial/academic penalty associated with deferring from your course or units of study? Please refer to the Deferral Policy.	YES		NO

**COURSE/SUBJECT(S) (Please choose one of the two options below)**

I would like to defer my Course: (Name)

OR

I would like a deferral of the following selected units / subjects: *(please list below)*

Subject Code	Subject Title

**SUPPORTING DOCUMENTS FOR YOUR DEFERRAL**

*(Please tick relevant documents from the checklist below. If you have ticked (Other), please provide a brief note in the box provided and attach all relevant evidence to this form. Your application will not be processed unless relevant documentation is provided.)*

Medical Certificate	<input type="checkbox"/>	Statutory Declaration outlining Circumstances	<input type="checkbox"/>	Counsellor / Psychologist Evaluation	<input type="checkbox"/>
Police Report	<input type="checkbox"/>	Letter from your Employer (on company letterhead)	<input type="checkbox"/>	Court or Legal Documentation	<input type="checkbox"/>
<b>Other</b> <i>(please specify and attach documentation)</i>	<input type="checkbox"/>				

**Note:** If you are applying for Special Circumstances in relation to your Deferral (for example you are Deferring after your Census Date or deferring less than 28 days before your course start date) , please complete the Application for Special Circumstances Form and attach to your application



## CHECKLIST

The following is a checklist to help ensure that you have completed and attached all your documentation correctly before **submitting this form to Student Services for processing**.

- I have discussed my options with a representative of the college and I have attached the Documentation of Informal Discussions – Cover Sheet to this form.

### PERSONAL DETAILS:

- Have you checked to ensure that your personal details have been filled in correctly?
- Have you put in your return to studies date? (if applicable)

### GENERAL INFORMATION:

- Have you completed all the relevant questions in this section? If you are not sure please check with Student Services.
- If you are applying for Special Circumstances, please ensure you complete and attach relevant forms to this application.

### COURSE/SUBJECT(s)

- Have you listed the name of your course or the relevant subjects you are requesting to defer including the Subject Numbers?

### CIRCUMSTANCES OF DEFERRAL

- Have you noted the circumstances for which you are applying for a Deferral and attached all relevant documentation to this application. You **MUST** attach relevant documentation to your application otherwise it will be declined.

### DECLARATION

- Have you signed and dated the form?

### DECLARATION

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct. I have read and understood the Deferral policy and procedures provided with this form.

Signature:

Date:

### Office Use only

Received by

Received Date

All documents claimed by applicant have been sighted and are attached

YES

NO

