

## Deferment of Studies Application Form

*Instructions: Students who wish to defer their enrolment must submit this form to initiate the process. Allow a minimum of 10 working days for the response.*

Given Name			
Family Name			
Student ID			
Course Enrolled			
Batch No			
Address:			
Mobile:		Email:	
Detail the reasons for your request to defer your enrolment (please attach documents to support your request)			
Deferment dates	From		To
Deferment checklist: (please tick the below boxes that you understand :)			
<input type="checkbox"/> I understand that prior to my request being approved, I must make arrangements with the finance department to continue my fee payments during the deferment, if I am not paying one semester fee in advance and on a College approved payment plan.			
<input type="checkbox"/> I understand that I must make an appointment to see Student Administration prior to deferment being approved.			
<input type="checkbox"/> I understand that I need to contact Department of Home Affairs to determine if a new student visa is required.			
<input type="checkbox"/> I understand that deferring or suspending my enrolment may affect my student visa. I am aware that the Secretary of Department of Education may be notified via PRISMS as required under section 19 of the ESOS Act, where my enrolment is deferred or temporarily suspended.			
Student's signature:		Date:	

**Please read the below statements before applying for Deferment/Suspension.**

- College is not authorised to grant 'leave' to International students under current government regulations. College can only grant Course Deferment in compassionate and compelling circumstances.

Deferment in Compassionate and Compelling circumstances could include:

- Serious illness or injury (where a medical certificate states that the student was unable to attend classes)
- Death of close family members such as parents or grandparents (as evidenced by a death certificate)
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
- A traumatic experience which could include:
  - Involvement in, or witnessing of a serious accident (as supported by a police report and/or psychologist report)
  - Witnessing or being the victim of a serious crime (as supported by a police report and/or psychologist report)
- College is unable to offer a pre-requisite unit
- Inability to begin studying on the course commencement date due to delay in receiving a student visa

- College may suspend your enrolment following any misconduct or non-payment of fees. Misconduct can be defined as unacceptable behaviour which does not reflect safe practices set out in the related policies and procedures. The student code of conduct is available in the student handbook or can be requested by emailing [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au)

- In addition to the Deferment of Studies Application form, you must also provide supporting documentation. Examples of supporting documents are

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Medical Certificates must:           <ul style="list-style-type: none"> <li>◦ Be issued by a registered doctor</li> <li>◦ State that the student was medically unfit to attend classes</li> <li>◦ State the duration of absence</li> <li>◦ State the doctors contact details</li> </ul> </li> <li>• Death certificates must:           <ul style="list-style-type: none"> <li>◦ Be certified</li> <li>◦ Translated into English if required</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Police Reports must:           <ul style="list-style-type: none"> <li>◦ State the police contact details</li> </ul> </li> <li>• Psychology Reports must:           <ul style="list-style-type: none"> <li>◦ Be issued by a registered psychologist</li> <li>◦ Suggest that the student was medically unfit to attend classes and the period</li> <li>◦ State the psychologist contact details</li> </ul> </li> <li>• Evidence to verify visa refusal must be a letter from the Australian Government</li> </ul> |
|---|--|

The above supporting documents may be verified by a College staff member.

- Prior to your request being approved you must make arrangements with the finance department to continue your fee payments during your deferment if you are not paying one semester in advance and are on a College approved payment plan.
- Once you have all your documents in order you may hand in your request to the Student Administration.

**Don't leave the country or stop attending classes without a written confirmation of approval. It can take 2 weeks for your request to be processed & please keep in mind that College may not grant approval for your deferment if you do not meet the above requirements.**

- If you travel overseas during the Suspension or Deferment you will also need to provide original passport with arrival and departure label upon your return.
- Be aware that the units you miss during the deferment period are subject to availability. College may or may not be able to offer these units upon your return and you may need to make other arrangements to complete them. In this situation no refund would be issued.

\*Please visit the website or email [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au) or ask a College staff member for a copy of the Deferment, Suspension or Cancellation Policy and Re-assessment Policy.

<input type="checkbox"/>	I have read and understood the above statements and agree to the terms and conditions.	
Signature:	Date:	

Deferment of Studies Application Form	Version: 15.0	Issue Date: 06 July 2023	Review Date: 01 July 2024
Managed By: VET Coordinator	Authorized By: CEO		Page 2 of 3

Office use only	
<u>Remarks of Finance Department</u>	
Has the student made appropriate fee payment arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Remarks of Student Administration</u>	
Sufficient documents supplied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Remarks of Coordinator/Director of Studies</u>	
Is an extension of course duration required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the proposed new course end date and any other remarks:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
CEO:	Date:
Student Administration: (extension of course will cause for cancelling the existing COE and re-issuing a new COE)	Action Taken:
Date	