



Application for Deferral of Studies



Pursuant to the Deferral, Suspension or Cancellation Policy & Procedure

Please read the information and complete all relevant pages of this form. Sign the declaration and send the document to Australian Technical College Western Australia (ATCWA), either by hand, or by email to admissions@atc.wa.edu.au or by post to the below address, together with the supporting documents.

Student Administration
Australian Technical College Western Australia
8 Francis Street
Perth WA 6000

Student Number:	Family Name/Surname:
First/Given Name:	
Course Deferring from:	

Address:		
	Suburb:	Postcode:

Telephone:	Mobile:
Email:	

<p>Reasons for Deferral of Commencement of Studies (Please Note: this must be for an exceptional reason such as a compassionate or compelling circumstance or where relevant, a Student Visa delay – please refer to the relevant policy & procedure for details.)</p>



Duration of Deferral of Studies Requested

Please explain how long you need to defer your course: _____

Please note that you can start at the beginning of any term (January, April, July or October).

If your request is due to compassionate or compelling circumstances and you have already been granted a Student Visa, the permission for deferment of studies is only valid for up to a maximum of **SIX** (6) months. If you wish to take more than six (6) months of deferral of studies, your visa may be cancelled and you will be required to reapply. Approval will not automatically be granted on subsequent applications.

I wish to start in Term _____ Year _____.

Documentary Evidence

This application will not be considered without the appropriate supporting evidence such as a letter from a medical practitioner or a Statutory Declaration for compassionate or compelling circumstances.

You should only provide certified copies of the originals (translated in English where relevant) and keep the original copies for your own records.

I have enclosed the following documentary evidence in support of my application:



Declaration

Please read the following important information:

- Your Deferral of Studies is not valid until this form is received by the Admin Officer or Student Support Officer and approved by The Director of Studies and/or Operations Manager.
- Please ensure that ATCWA has up-to-date contact information for you. If you do not receive your revised Confirmation of Enrolment letter because you have changed address and you therefore do not contact us by the required date, your place will automatically be forfeited.
- Should you wish to withdraw from the course during the period where you have deferred your studies, please notify ATCWA in writing, addressed to Admin Officer or Student Support Officer using the Application for Cancellation of Studies Form.
- If you have already been granted a visa, the deferment of your enrolment may affect your student visa. We are required to notify the Department of Home Affairs (DHA) and the Department of Education and Training (DET) via PRISMS of the deferral of your enrolment.

I have read and understood the above information:

Signature: _____

Date: _____



~ Office Use Only ~

(Admin Officer or Student Support Officer to Complete)

Has this student taken Deferment of Studies previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Date Form Received by Admin:	

Approved by Staff Name:	Signature:	Date:
Student will defer their studies for (time period)		
Notification of Acknowledgment of Approved/Denied Deferral of Studies Sent		
PRISMS updated (if applicable)		

Record Keeping	Date	Initials
RTO Database Updated		
Teaching Staff notified (if applicable)		
Attendance Lists amended (if applicable)		
Relevant Registers Updated (attendance, course progress etc.)		
Relevant Staff Notified		
This form, copy of the approval/denied notification (and transcript if relevant) in student's file		
Student file put into the relevant section in the filing cabinet (if relevant)		