



---

# Application for Deferral of Studies

---

# Application for Deferral of Studies

---

## Instructions:

- Please read the information and instructions below and complete all relevant pages of this form.
- Your deferment request will be assessed pursuant to the ATCWA's Deferment, Suspension or Cancellation Policy & Procedures.
- Sign the declaration and send the document to Australian Technical College Western Australia (ATCWA), either by hand, or by email to [admin@atc.wa.edu.au](mailto:admin@atc.wa.edu.au) or by post to the below address, together with the receipt for payment of fees (if applicable).

### **Student Administration**

**Australian Technical College Western Australia 8**

**Francis Street, Perth WA 6000**

- Deferment of your studies will not approve until this form is received by the Admin Officer and approved by The Director of Operations.
- Please ensure that you have provided ATCWA with your up to date contact information and check with the Admin Officer if your updated contact details being updated.
- Should you wish to withdraw from the course during the period where you have requested to defer your studies, please notify ATCWA in writing, addressed to Admin 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.
- Complete the following application and submit it along with relevant evidence.

# Application for Deferral of Studies

## Application

<b>Student ID Number:</b>			
<b>First/Given Name:</b>			
<b>Family /Surname:</b>			
<b>Residential Address:</b>			
	<b>Suburb:</b>		<b>Postcode:</b>
<b>Contact No:</b>			
<b>Email:</b>			
<b>Course Deferring From:</b>			
<b>Duration of Deferral of Studies:</b>			
<ul style="list-style-type: none"> <li>• Please note that you can start at the beginning of any term (January, April, July or October).</li> <li>• If your request is due to compassionate or compelling circumstances and you have already been granted a Student Visa, the permission for deferral of studies is only valid for up to a maximum of SIX (6) months.</li> <li>• 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.</li> <li>• Approval will not automatically be granted on subsequent applications.</li> </ul>			
<b>Returning Term:</b>	<b>Term:</b>	<b>Year:</b>	

# Application for Deferral of Studies

## REASONS FOR DEFERMENT

This must be for an exceptional reason such as a compassionate or compelling circumstance or where relevant, a Student Visa delay  
(Refer to the relevant policy & procedures for details)

## SUPPORTING EVIDENCE

I have enclosed the following evidence to support of my application:

- 1.
- 2.
- 3.
- 4.

## DECLARATION

I have read and understood the above instructions and the information provided in this application is true and correct to the best of my knowledge.

**Student's Signature:**

**Date:**

# Application for Deferral of Studies

## FOR OFFICE USE ONLY

### Admin Officer to Complete

Date Form Received:		/ /
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:		
<b>Approved by:</b>  <b>Staff Name:</b>	<b>Signature:</b>	<b>Date:</b>
Student will defer studies for (time period)		/ /
PRISMS updated (where relevant)		/ /
Notification of Acknowledgment of Approved/Denied Deferral of Studies Sent		/ /
<b>RECORD KEEPING</b>	<b>DATE</b>	<b>INITIALS</b>
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)	/ /	