



APPLICATION FOR DEFERRAL FORM

An application for deferral must be received **within 2 weeks** from the date you last attended class, for the course(s) you wish to defer. Any delay in applying for a deferral will hinder the chances of a successful approval of a deferral application. There is a *\$50 processing fee per course applied to defer*, paid at College Reception. This fee is not returned if your application is unsuccessful. Deferral applications require appropriate supporting evidence including a written explanation for seeking a Deferral. The Deferral will only be approved for courses that have been fully paid. Deferrals will only be approved in exceptional circumstances at the discretion of the College. Reasons that are considered include issues such as:

- A serious acute and/or chronic condition that is impacting upon your ability to study or attend classes.
- Complications in your pregnancy certified by an obstetrician, Midwife or Doctor.
- A death or terminal illness suffered by a dependent within your immediate family providing a Medical or Death certificate is supplied.

Please note: Any condition that was pre-existing at the time of enrolment and was not declared on the Enrolment Form will not be eligible for consideration for Deferral.

Please consider the following points very carefully before applying for a Deferral:

- Fees cannot be transferred from one course to another.
- Deferrals may only be applied for at the commencement of a programme.
- Courses may not necessarily be run the year you wish to defer your studies to and a Deferral is **ONLY** valid for 12 months. This means that you must re-enrol and complete the course within the 12 month period.
- Courses may be full, and deferral applications are dependent upon space – ***you are not guaranteed a space meaning you may not be able to complete your qualification.***
- Course content often changes due to stakeholder feedback and governing body requirements. You may need to retake some papers at your own cost to ensure your qualification is relevant.
- You will need to apply to re-enrol (the College will not prompt you) and as part of this process will need to undergo an interview with the Programme Leader and provide adequate evidence that you are now able to complete the course (for example a letter from a Medical Practitioner).

STUDENT TO COMPLETE THIS SECTION

STUDENT NAME: STUDENT ID:.....

PROGRAMME NAME (e.g. Diploma of Nutrition):

Courses I wish to defer (please supply all course codes and attach proof of payment of \$50 fee per course included in this application for deferral):

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Deferral applications require appropriate supporting evidence including a written explanation for seeking a Deferral. **Please state your reason for deferral**

- I have considered the above points and attached a written explanation for my reasons for seeking a deferral.
- I have attached documentation and/or a Medical Certificate to support my request.
- I have had a meeting with Faculty Support and appropriate Programme Leader
- I have attached proof of payment for every course I am applying to defer and understand that this fee is non-refundable regardless of outcome.

Student Signature: **Date:**/...../.....

ADMINISTRATION USE ONLY

Management Actions

Impact on the College considered: timetabling/programme content/EFTS

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Approved/Declined (provide rationale):

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PRINCIPAL or AUTHORISED MEMBER OF MANAGEMENT TEAM

Signature: **Date:**/...../.....

Faculty Support Actions

- Communicate outcome of application at ESC meeting.
- Notify student of outcome via formal letter using agreed template as found on server
- Record outcome of application on Students File in SMS (comments section)
- Scan and save completed Deferral Application to Students File in SMS (documents section)
- Alter enrolment on SMS as needed
- Add information to DEFERRAL/WITHDRAWAL SPREADSHEET

