

Deferment Request Form

Student Personal Details

Student Name	Student ID
Mobile	Date of Birth

Course Code/Course Name

Request to Spencer College Pty Ltd to:

Defer my study

From / / To / /

Please note there is a \$150 Admin fee and extension fee may be applicable for the deferment request. This fee will be confirmed with you before processing your deferment.

The reason for my request is

International students only:

I understand that this can impact on my visa duration and college will notify this change to the Department of Home Affairs.

1. Students wishing to defer their course may have to pay charges if student progress is not satisfactory or deferment is more than 2 weeks.
2. The College will only grant a deferral of study if there are compassionate or compelling circumstances that are outlined in the College's Policies and Procedures.
3. The student will be required to provide documentary evidence of the circumstances upon which he or she is relying, such as a medical certificate, death certificate etc.
4. Deferral of enrolment must be reported to DHA and may affect the status of your student visa. Please refer to the DHA website www.homeaffairs.gov.au or contact their helpline (131 881) for details.

Student's signature

Date

Office use only

Application Successful		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, the reason why			
Extension required		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes:			
Name of Manager		Signature of Manager	Date
New COE		New finish date	
Updated on:- Name of the person updating _____ Date _____			
PRISMS	ACT	Vet Trak	Xero

Student Declaration

I confirm that if my deferment gets approved as requested, I will notify college about my return to Australia and resume my course. I understand that until I notify my college to resume my studies then spencer college will not notify DHA (Department of Home Affairs) that I have resumed my course.

Student's Name		Signature	Date
----------------	--	-----------	------