

Course Deferment Request Form

With reference to the Standard 9 of NCP, Registered providers are able to defer the enrolment of an overseas student if there are compassionate or compelling circumstances.

INFORMATION TO NOTE:

- 1) Deferment will be approved only under compassionate and compelling circumstances.
- 2) Students must submit the evidence of compassionate and compelling circumstances together with this request form to support the claim.
- 3) If the student goes overseas or is returning to their home country during this time, confirmed air ticket should also be submitted with this request form.
- 4) Deferment may affect the course end date and future course(s) commencement date(s). This may lead you to apply for an extension of student visa to complete the course(s).
- 5) As per the Deferment Policy, there will be a deferment fee of \$300.00 payable should you wish to proceed.

STUDENT DETAILS

Student Name			
Student ID		Date of birth	
Current Course Name			
Course Start Date		Course End Date	
New intended intake/commencement date			
Reason for request			
Student Signature		Date of request	

Course Deferment Request Form

Office Use Only			
What evidence provided? (list)	<input type="checkbox"/> Return Tickets <input type="checkbox"/> Stat Dec <input type="checkbox"/> Medical Certificates <input type="checkbox"/> Proof of relationship with immediate family members <input type="checkbox"/> Letters <input type="checkbox"/> Other (Please specify):		
Is the Deferment Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By with date	
Deferment refused email sent to student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refused by with date	
Deferment Start Date		Deferment End date	
The CoE(s) have been revised: CoE Number _____ Date : _____ CoE Number _____ Date : _____ CoE Number _____ Date : _____ CoE Number _____ Date : _____			
Processing Staff Signature		WISENET Updated Date	
Is the outcome communicated to the student by email with CoE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date of communication	