



Private TAFE College

DEFERRAL/WITHDRAWAL FORM

Please print clearly in BLOCK Letters

Surname/Family Name		
Given Names		
Date of Birth		
Course Name		
Address		
Email address		Mobile Number:

Please indicate by ticking the appropriate box ✓

Deferral Withdrawal Effective from _____ to _____

Reason for leave for Deferral/Withdrawal: _____

EXPLANATORY NOTES:

* Overseas students on a student visa may only defer for the reasons of illness (medical certificates from a registered Medical Practitioner MUST be provided); or exceptional compassionate circumstances (eg. bereavement of a family member). If the deferral period is more than 28 days students must leave Australia within 28 days unless approved by the Department of Immigration and Citizenship due to inability to travel

** Student Visa conditions stipulate that overseas students on a student visa are only eligible for a maximum of 6 months leave if they defer

*** Overseas students must choose the Withdrawal option if they wish to defer studies for more than 6 months or their request for deferral is for reasons other than illness or exceptional compassionate circumstances. Students will have their eCoE cancelled which in turn will cancel their student visa. Students must leave Australia unless another visa has been applied for. Students applying to return to studies must re-apply through the ETEA's Admissions Officer to have a new eCoE issued to obtain a new students visa to resume studies

If you are seeking a refund for fees that have been paid in advance (applicable to Withdrawals only) you are required to complete a Refund form

Declaration

I have completed, signed and dated this application form and attached the relevant support documents.

Student's Signature _____ **Date:** _____

Office Use Only			
Date received:		Date to National RTO Manager:	Decision: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Date Student Notified:	Email <input type="checkbox"/> Letter <input type="checkbox"/> Other <input type="checkbox"/>	Date Record updated:	Comments:

Document Name:	Deferral/Withdrawal Form	Responsible Authority:	P&P Task Group				
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