

# Application for Deferment

**Important:**

- You **MUST** complete and submit this form to the Admissions Officer or email the form to admissions@stanleycollege.edu.au
- You will be notified about the outcome of your request for Deferment within 14 working days from the date Stanley College **receives** your application.
- Please read the Stanley College Deferral, Withdrawal and Course Extension Policy and Procedure (available in our College website) before completing this form to identify if you meet the requirements to be granted a deferment of studies.

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Course Name:</b>			

I am applying for:       A deferment of studies

**Proposed date the deferment shall be effective:** \_\_\_\_\_

**Proposed recommencement date:** \_\_\_\_\_

**Reasons for your application for Deferment (Please attach supporting documents):**


**Declaration**

I, \_\_\_\_\_ (Student Name), understand that:

- This application will be considered in accordance with Stanley College’s Deferral, Withdrawal and Course Extension Policy and Procedure.
- I understand the implications on my student visa, should my application be successful. Furthermore, I am required to contact the Department of Home Affairs (DHA) to clarify the status of my visa should this application be successful.
- I have attached all relevant supporting documents. I understand that Stanley College can only make a decision based on the reasons stated herein and the supporting evidence provided.
- If my circumstances change and I do not return on the agreed recommencement date I shall notify Stanley College as early as possible, endeavouring to provide at least 28 days’ notice.
- I understand that failure to return on the recommencement date without prior notification may lead to the cancellation of my enrolment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

Received By:	Date:
Outcome: <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	Registrar:
<input type="checkbox"/> Variation lodged on PRISMS _____ Date: _____ <input type="checkbox"/> Calendar Notation made _____ Date: _____	
<input type="checkbox"/> Outcome advice email sent to student <input type="checkbox"/> Deferment entered into Meshed <input type="checkbox"/> Notice sent to Unit Lecturer	
<input type="checkbox"/> Tasks Completed Date: _____	