



Course deferral form

Use this form if you want to:

1. Defer a course you are currently undertaking or will be undertaking in the future; or
2. Defer a course and undertake a new course at Acknowledge Education, prior to commencing your deferred course.

Completed forms are to be submitted to Student Services or to The Registrar, AE, Level 6, 168 Exhibition Street, Melbourne.

SECTION 1: PERSONAL DETAILS

Given Name(s)	Family Name	Student ID
Address: Street Name and Number		Address: Suburb and Postcode
Course 1: Course Name and Course Commencement Date		Course 2: Course Name and Course Commencement Date

SECTION 2: GENERAL INFORMATION

Date of last day in class:	Do you intend to undertake studies at AE prior to commencement of your deferred course?
Date you intend on returning to your studies:	Yes No
Do you have any outstanding fees?	What course will you be undertaking?

SECTION 3: SUPPORTING DOCUMENTS - International Students only

You are only able to take a leave of absence and maintain the validity of your student visa under very limited circumstances. Each application for a leave of absence will be assessed on its own merits and must be supported by appropriate documentation. Please refer to <http://cdn.acknowledgeeducation.edu.au/wp-content/uploads/2017/03/SAD41-Deferment-Suspension-Cancellation.pdf> for more information.

Medical Certificate	Counsellor/Psychologist evaluation
Police Report	Court or legal documentation
Statutory Declaration (outlining circumstances)	Letter from your Employer (on company letterhead)
Other (please specify and attach documentation)	

SECTION 4: DECLARATION

I am aware that the deferral of my course will mean I am not entitled to attend classes until the date my course recommences. I understand that deferring my course after commencement or the census date may result in academic and financial penalties and may affect my student visa or entitlement to government support payments. If I am an international student I undertake to inform DIPB of the changes to my circumstances. I have spoken to my teacher/course coordinator before applying to discontinue my course.

I have read the Deferment, suspension and cancellation policy

I understand that I will not be entitled to a refund for a course that I have deferred. For more information, please see <http://cdn.acknowledgeeducation.edu.au/wp-content/uploads/2017/03/SAD12-Refund-Policy-International-Students.pdf>

Student Signature _____ Date _____

I am the parent/guardian signing on behalf of an under 18 student

Parent/Guardian Signature _____ Parent/Guardian Name _____

OFFICIAL USE ONLY

APPROVAL OFFICER'S NAME: _____ SIGNATURE: _____

DATE: _____