



**APPLICATION FOR DEFERMENT/WITHDRAWAL FROM A COURSE**

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ dd/mm/yyyy Student Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Are You An International Student: YES/NO

If "Yes" What Is Your Overseas Address: \_\_\_\_\_

Overseas Phone Contact: \_\_\_\_\_

Please tick: **DEFERMENT**

**WITHDRAWAL**

Course: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Deferment/Withdrawal Effective from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Last Class Attended: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Length of deferment: \_\_\_\_\_

**Reason for Deferment/Withdrawal (please attach supporting documents):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you apply for FEE-Help for your course? YES/NO

Application for refund attached? YES/NO

I realise that withdrawing/deferring from a course does not release me from any financial commitments I have previously committed to and may lead to academic failure in certain circumstances. I acknowledge that it is my responsibility to contact Accounts to determine my financial liabilities and the Registrar regarding any academic issues.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Office Use Only*

Consult by Marketing: \_\_\_\_\_ Initial \_\_\_\_\_ Date: \_\_\_\_\_  
Exit survey date/time: \_\_\_\_\_

Application reviewed by HOS/CC: \_\_\_\_\_ Initial \_\_\_\_\_ Date: \_\_\_\_\_

Finance notified & fee (if relevant) received by Accounts Department: \_\_\_\_\_  
Outstanding fees: YES/NO Amount: \_\_\_\_\_ Initial \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by Registrar, listed on register, Library notified & Fee-Help Administrator notified (if applicable):  
Outstanding Library fines/books: YES/NO Amount: \_\_\_\_\_ Initial \_\_\_\_\_ Date: \_\_\_\_\_

Admissions updated PRISMS, database & sent confirmation letter: \_\_\_\_\_ Initial \_\_\_\_\_ Date: \_\_\_\_\_