



# DEFERRAL APPLICATION FORM

This form is to be used by currently enrolled and participating students to apply for a deferral of enrolment for VET studies, to be completed and signed by the student and the Head Teacher. Where a deferral of an enrolment is approved by the Head Teacher, students are responsible for resuming their training within the specified timeframe (maximum 12 months).

**Note:** Students in receipt of the Commonwealth Government's Skilling for Recovery Job Trainer fee exemption are eligible to defer their studies up to a maximum period of six months. See Terms and Conditions on the back of this form.

Please return the completed form to your college of enrolment.

For VET Student Loan (VSL) deferrals please use the [WITHDRAWAL & DEFERRAL APPLICATION FORM for VET Student Loans – 2021](#).

## SECTION A: STUDENT DETAILS

Family name	First name	
Other name	Student number	Date of birth
Contact Number	Email address	

## SECTION B: COURSE INFORMATION

Course Name	
Course Number	Cal-Occ Code (Staff use only)
College/Campus	

## SECTION C: DEFERRAL INFORMATION

I wish to apply for a deferral of my enrolment due to:

- a change in family/work commitments
- illness or temporary impairment/condition
- no current access to work placement/workplace assessment or facilities to complete course requirements
- other – please specify

I have negotiated with my Head Teacher to resume my training (please indicate):

\*Note 1

On the specified date:  
in the month/year:

Note 1: A maximum deferral period of 12-months applies, taking into account any previous approved deferral periods for the same qualification.

## SECTION D: STUDENT DECLARATION

I have read and understand the Deferral Terms and Conditions, including my responsibility to resume training within the allowable timeframe (maximum of 12 months).

Student Signature	Date
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### Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Home Affairs, Transport for NSW, NSW Department of Education, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority). While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration or by using the TAFE NSW Student Portal. Refer to <https://www.tafensw.edu.au/privacy> for more details.

## Deferral - Terms and Conditions

- Deferral is a study option that allows students currently enrolled under Smart and Skilled NSW Government subsidised training, to temporarily pause their training and return within a maximum 12-month period from the date the signed Deferral Application Form is received. The maximum 12-month period takes into account and includes any previous deferral periods for the same qualification/enrolment.
- Deferrals under the Commonwealth Government's Skilling for Recovery JobTrainer initiative may be considered where:
  - The request is supported by a medical certificate detailing why the medical condition prohibits training, and
  - The request is for a deferral period of no more than six months, and
  - The student has commenced training prior to seeking deferral.
- Deferrals for full-fee paying students may be considered in special circumstances.
- TAFE NSW will take action to withdraw an enrolment where a student does not return to training in the specified timeframe. TAFE NSW may contact students during the deferral period where determination of study intentions is required.
- A new enrolment for the qualification will be required if the student decides to return to training at a date later than the agreed deferral timeframe.
- An enrolment will be closed for the period of deferral, which means an individual is not considered an active/enrolled student during this period.
- As the deferred enrolment is not an active participation in training, this status will likely impact benefits and allowances from providers such as Centrelink. Students are responsible for notifying Centrelink or any other relevant providers of their change in circumstances.
- The Student fee or Concession fee will remain as identified at enrolment, and will not change during the period of deferral.
- Any unit/s attempted/not completed within the enrolled qualification at time of deferral will record a withdrawn (WN) result, and the student fee or fee exemption covers this first attempt at these unit/s. When students return to training after deferment, an additional fee for the second attempt at these Unit/s applies.
- Students who are in receipt of a VET Student Loan are subject to terms and conditions in relation to Units of Study. Students are encouraged to speak with their student administration office to obtain further information.
- At the time of deferral, the student fees are to be paid for any fee instalments due.
- Any future-dated fee instalments will not be payable during the deferral period. Payment of remaining fee instalments will recommence upon return to training.
- A deferral application will not be approved where:
  - Future class scheduling or resourcing is not available within the required timeframe,
  - A student has outstanding fees/instalments at the time the deferral application is received,
  - 12 month deferral has previously been used/consumed for the same qualification,
  - The return to study after the deferral will not allow sufficient time for the student to complete the course/qualification requirements before the course/qualification becomes obsolete (that is, within the currency period),
  - A student is enrolled under the Fee-Free Job Trainer initiative, unless deferral is based on medical grounds
  - A student has not satisfactorily demonstrated engagement and progression through their training, including submission of assessments or tasks in accordance with teacher instruction/permissible timeframes.
  - A student has disengaged from training for a period of one month or more.

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## SECTION E: HEAD TEACHER APPROVAL

Deferral application approved                      Yes                      No

If approved, participation, assessment results, and final outcomes have been finalised to date:                      Yes

If not approved, reason for non-approval

Head Teacher Name

Head Teacher Signature

Date

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## SECTION F: STUDENT SERVICES USE

Outstanding mandatory fees at the time of deferral                      No

Deferral Progress Code applied and WD processed                      Yes

Student Services Officer Name

Student Services Officer Signature

Date