

Application to defer

This form applies to domestic students only.

Please read the information on the back of this form before completing.

Section A: to be completed by the student and returned to the Course Coordinator at your campus of enrolment.

TAFE NSW Student ID

Family name

First name

Date of Birth

Mobile number

Course name

Course code

Please complete your request and sign below:

I am a domestic student.

I wish to defer my enrolment until:

Reason for requesting deferment

Signature of student

Date

Section B: To be completed by the Course Coordinator

Course number

Local offering code

Course Coordinator

Course Coordinator's Signature

Date

Important Information

Deferring your offer

Deferring allows you to delay the commencement of your TAFE NSW Higher Education studies. If you have received an offer of a place in a course and your application to defer your enrolment is approved, you are guaranteed a place in the course the following semester or year.

The maximum period you can defer your enrolment for is 12 months. After that you will be required to submit a new application for entry into the course.

The deferment only relates to the course you received an offer for and cannot be transferred to another TAFE NSW Higher Education course.

Tuition fees and refunds

If you have already paid your tuition fees or if you have taken out a FEE-HELP loan, you will be eligible for a refund of the fees paid upfront or a remittance of your FEE-HELP loan if your *application for deferment is received prior to census date*.

Check the TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refund and Review policy and procedures for further information,

Withdrawing or interrupting your studies

If you are already enrolled in a TAFE NSW Higher Education course and wish to withdraw from some subjects in the course, or from the whole course, or if you wish to take a break from your studies, you need to complete the **Application to Withdraw/Interrupt Studies** form.

International students

International students must contact the International Conversion and Admissions team to defer commencement of their studies and are not required to complete this form.

Further information can be found in the:

- TAFE NSW Higher Education Student Progression, Exclusion and Graduation policy and procedures
- TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refund and Review policy and procedures

TAFE NSW Higher Education policies and procedures can be accessed at: [Higher Education Policies and Procedures - TAFE NSW](#)

Student Privacy Statement

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 Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research.

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your withdrawal will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.