

APPLICATION TO DEFER ENROLMENT for Higher Education Students

This form applies to domestic students only.

READ THE INFORMATION ON PAGE 2 BEFORE COMPLETING THIS FORM.

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

Last Name	<input style="width: 95%;" type="text"/>	First Name	<input style="width: 95%;" type="text"/>
Other Name	<input style="width: 95%;" type="text"/>	TAFE Campus	<input style="width: 95%;" type="text"/>
Date of Birth	<input style="width: 20px;" type="text"/> day <input style="width: 20px;" type="text"/> month <input style="width: 20px;" type="text"/> year	TAFE Student ID	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>	Postcode	<input style="width: 20px;" type="text"/>
Email	<input style="width: 95%;" type="text"/>		
Phone Number (best contact number)	<input style="width: 95%;" type="text"/>		
Course Number	<input style="width: 20px;" type="text"/>	Course Name	<input style="width: 95%;" type="text"/>

Please complete your request/s and sign below:

I am a domestic student

I wish to defer my enrolment for a period of one semester one year. (Tick one)

I wish to commence my studies in Semester Year (eg: Semester 1, 2016)

Reason for requesting deferment:

Signature of Student Date

SECTION B: To be completed by Course Coordinator.

Date application received: Approved *Not Approved

*If not approved, provide reason _____

Name of approver _____ Position _____

Signature of approver _____ Date _____

This form must be signed by the Course Coordinator. The signed original must be kept by the Course Coordinator with a copy given to the student.

IMPORTANT INFORMATION – READ THIS FIRST

DEFERRING YOUR ENROLMENT

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 cannot defer commencement of their studies.

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: <https://www.tafensw.edu.au/courses/get-started-at-tafe-nsw/tafe-policies>

STUDENT PRIVACY

Information collected by the New South Wales TAFE Commission during a student's enrolment and attendance will be used for the purposes of general student 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 to Centrelink; the Department of Veterans' Affairs; the Department of Education; the Department of Immigration and Border Protection; the Universities Admissions Centre; Office of the Board of Studies and the National Centre for Vocational Education Research.

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your withdrawal request 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 TAFE NSW Student e-Services.