

Application for Deferment (ADF)

Important:

- You **MUST** complete and submit this form to the Student Support Officer or email the form to studentservices@stanleycollege.edu.au
- You will be notified about the outcome of your request for Deferment within 10 working days from the date Stanley College **receives** your application.
- Please read the Stanley College Deferment, Suspension and Cancellation Policy (available in our Student Handbook) before completing this form to identify if you meet the requirements to be granted a Deferment of studies.

Student Name:		Student ID:	
Course Name:			

I am applying for: A deferment of studies

Proposed date the deferment shall be effective: _____

Proposed recommencement date: _____

Reasons for your application for Deferment (Please attach supporting documents):

Declaration

I, _____ (Student Name), understand that:

- This application will be considered in accordance with Stanley College's Deferment, Suspension and Cancellation Policy.
- I understand the implications on my student visa, should my application be successful. Furthermore, I am required to contact DIBP to clarify the status of my visa should this application be successful.
- I have attached all relevant supporting documents, I understand that Stanley College can only make a decision based on the reasons stated herein and the supporting evidence provided.
- If my circumstances change and I do not return on the agreed recommencement date I shall notify Stanley College as early as possible, endeavouring to provide at least 28 days notice.
- I understand that failure to return on the recommencement date without prior notification may lead to the cancellation of my enrolment.

Signature: _____

Date: _____

Office Use Only

Received By:	Date:
Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	CEO/DOO/CM:
<input type="checkbox"/> Variation lodged on PRISMS _____ Date: _____ <input type="checkbox"/> Calendar Notation made _____ Date: _____	
<input type="checkbox"/> Outcome advice email sent to student <input type="checkbox"/> Deferment entered into BECAS <input type="checkbox"/> Notice sent to Trainer	
<input type="checkbox"/> Tasks Completed Date: _____	