

PURPOSE

This form is to request a deferral from studies from the qualification which you are currently enrolled. A deferral is a temporary suspension/postponement of your enrolment.

CONDITIONS

- ACCCO advises that a deferment of study may affect your student visa. Before proceeding with your request for a deferment of study, ACCCO strongly advises you to seek advice from your nearest *Department of Immigration and Border Protection* (DIBP) Office or refer to www.border.gov.au for further information.
- In the event that you fail to re-enrol after your nominated period of deferment, ACCCO will record on the department's register "a cessation of studies".

SUBMITTING THE REQUEST TO DEFER YOUR STUDIES

All required evidence supporting your request for a deferment of studies must be submitted with this form.

Any documentation supporting the request application must be in English.

Please forward your completed *Request for Deferment from Studies* form and supporting documentation to:

- In person: 161 Brunswick Street, FORTITUDE VALLEY QLD 4006; or
- Via post: P.O. BOX 1108, FORTITUDE VALLEY QLD 4006; or
- Via email: international@acco.com.au

PERSONAL DETAILS

Student name			
Residential address			
Phone number		Date of Birth	

QUALIFICATION

What qualification are you currently studying?		CHC30113 Certificate III in Early Childhood Education and Care
		CHC50113 Diploma of Early Childhood Education and Care

LENGTH OF DEFERRAL

What is the length of time you wish to defer from your study?	
How many units do you have left to complete?	

COMPLETION DATE

What is your current course end date?	Date:
What date do you intend to resume your study?	Date:

REASON FOR DEFERMENT FROM STUDY

Please provide a detailed explanation of why you wish to defer from your study.
Please ensure all supporting evidence is attached with this application.

STUDENT DECLARATION

- ✓ I understand that this form does not automatically guarantee that a deferment from my studies will be granted.
- ✓ I understand that during my deferment from studies the Training Package may be updated which means that upon my return to study, I may be required to participate in further gap training and assessment due to units being superseded.
- ✓ I understand that ACCCO will only grant an initial deferment period of 6 months after which I may apply to the Principal for a further 6 months deferment.
- ✓ I understand that should my enrolment period need to be extended to incorporate the deferment period, a new Confirmation of Enrolment (COE) will be issued and I will need to contact my nearest DIBP Office to inform them of any revised date.
- ✓ I understand that it is my responsibility to notify DIBP of any changes to my enrolment with ACCCO.
- ✓ I have read the section in the Student Handbook pertaining to *Deferring, Suspending or Cancelling Student Enrolment* and understand the conditions and requirements regarding a deferment from my study.
- ✓ I understand the a deferment from my study may affect my visa
- ✓ I understand that if I fail to return and re-enrol by my nominated return date, ACCCO will lodge a ‘cessation of study’ with the Department of Education which will affect my visa.

Student name			
Student Signature		Date	

ACCCO Office Use:

Approving person			Date received		
Outcome:	Approved	Declined	Date of outcome		
Signature:			Supporting evidence	Yes	No
			File note recorded	Yes	No
			Student Return date		