

F05_Course Deferment Request Form

Deferment will only be approved under compassionate and compelling circumstances. Students must submit the evidence of compassionate and compiling circumstances together with this application to support their claim. If the student goes overseas or returning to their home country during this time, confirmed air tickets must be submitted.

Please Note:

- Deferment may affect the course end date and future course commencement dates. This may lead you to apply for an extension of your student visa to complete the course(s).
- The units that you will miss during deferment are subject to availability. AIE (Australian Institute of Entrepreneurship) may or may not be able to offer these units upon your return and you may need to make other arrangements to complete them.

Student’s Personal Details:

Full Name:	
Student ID:	
Course Code & Name:	
Address: Post Code:	
Phone no:	
Email ID:	

Request for: (Please tick the following)

Deferment	From:		Till:		Last day of study: (If have any)	
Suspension	From:		Till:		Last day of study: (If have any)	

Please tick the reason for request:

- Medical Grounds
 Compelling/compassionate Reasons
 Future intake Date
 Visa Cancellation
 Others; Please specify

Please mention the reason in detail:

International students must state the reason and provide documentation for deferring/suspending their studies as AIE is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.

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Documents attached:

- Medical Certificate
- Travel Documents
- Mails
- Supporting Certificates
- Copy of visa cancellation
- Others; please specify _____

Points to be noted:

- The application of deferment or suspension will be assessed after all the supporting documents and evidence has been provided.
- Please note that the Institute will grant a deferral or suspension of your studies only if there are compelling and compassionate circumstances and evidence for the same has been provided.
- Students are advised to seek advice from the Department of Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required to attend their classes at AIE as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.
- Students have the right to appeal through AIE's complaints and appeals process, in accordance with the standard 10 (Complaints and appeals) of the National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or well-being, or the well-being of others, is likely to be at risk.

Please note: It is advised that students should have a valid deferment or suspension, because abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia.

Student's Declaration:

I understand that suspension or deferral may result in extension of my course duration and an extended CoE (Confirmation of Enrolment). I also understand that deferment/suspension may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. I understand that if deferment is granted, my payment plan will not be altered or affected. I also acknowledge that even though AIE may approve my application for Deferment of Studies, the Department of Home Affairs (DHA) may not do so.

- I have been advised of all the relevant consequences of the outcome of my request.
- I have been advised of all the relevant information in relation to the request made on this form.
- I am aware of my right to appeal.

Student Signature:

Date:

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Office Use Only			
Authorised person approval	Name		
	Signature		Date:
Decision of Request	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted		
Course end date be affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If Yes, new course end date _____		
Is the future course(s) commencement date affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Is the SMS updated to reflect the change?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Is the outcome communicated to the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Is the CoE/s adjusted to reflect the change?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Any other Course Adjustment (If required): 			