



Department	Vocational Education & Training		Author	RTO CEO	
Quality Controlled Document No. & Title	ESOS 9.1	Application for Deferment of Course or Leave from Studies Form	Approved	RTO CEO	
Version	3.0		Authorised	RTO Academic Board	
ESOS National Code 2018	Standard 9		Distribution	Internal	RTO Management RTO Students
				External	N/A

Student Name: \_\_\_\_\_ (as it appears on your passport)

Student ID: \_\_\_\_\_

### **APPLICATION FOR DEFERMENT OF COURSE**

Students may apply to defer their enrolment in a course before the course commences

**Course Details (CoE)**


Qualification (code and title) \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

Please specify the date when you wish to commence your course:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Provide detailed reasons for requesting to defer (attach additional pages, documents if necessary)

 **You must attach correspondence from Immigration showing that you have informed Immigration of your intention to defer your studies, and any response you receive from Immigration.**

**Submit this form to Student Administration**

**APPLICATION FOR LEAVE FROM STUDIES**

Students may apply to defer their enrolment in a course before the course commences

**Course Details (CoE)**

Qualification (code and title) \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

Please specify the date when you wish to cease your studies:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please specify the date when you wish to recommence your studies:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

- You must attach correspondence from Immigration showing that you have informed Immigration of your intention to request leave from your studies, and any response you receive from Immigration.
- I understand that should my request be refused, that I may access Howland Academy of Australia's Internal Appeals Process, and that I must do this within 20 working days of being notified of the decision.

Provide detailed reasons for requesting leave from your studies *(attach additional pages, documents if necessary)*

 *You must attach correspondence from Immigration showing that you have informed Immigration of your intention to defer your studies, and any response you receive from Immigration.*

**Submit this form to Student Administration**

**STUDENT DECLARATION**

I declare that all of the information that I have provided in support of my application is true and correct.

I declare that any documents that I have provided in support of my application are authentic.

I understand that deferring my enrolment on any grounds may affect my student visa.

I understand that should my request be refused, that I may access Howland Academy of Australia’s Internal Complaints and Appeals Process, and that I must do this within 20 working days of being notified of the decision.

I understand that if I am found to be acting dishonestly, then my enrolment with Howland Academy of Australia may be cancelled.

Student Name (*print name*) \_\_\_\_\_

Student Signature (*signature*) \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

- Deferment of course approved    **Revised Course Start Date:** \_\_\_\_\_    **Revised Course End Date:** \_\_\_\_\_
- Student has been notified in writing
- Student has provided evidence of contacting Immigration

- Deferment of course not approved (please provide reasons for the decision below)
- Student has access Howland Academy of Australia’s Internal Appeals process, and decision upheld

- Leave from studies approved    **Course Leave Start Date:** \_\_\_\_\_    **Course Leave End Date:** \_\_\_\_\_
- Student has been notified in writing
- Student has provided evidence of contacting Immigration
- Student’s trainer(s) notified

Authorised Officer (*print name*) \_\_\_\_\_

Authorised Officer (*signature*) \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:**