

Application for Deferment or Cancellation of Studies

Student name (print) _____ **Signature** _____

(tick relevant box)

- Domestic student: Fee paying VET FEE-HELP
 International student

Course (tick relevant course)

- Acting Advanced Diploma Acting Certificate IV Stage Management
 Film Advanced Diploma /SDP Film Advanced Diploma /Cinematography

Start date of course _____ **Current Tier** _____

Current contact details

Street Address

_____ Post Code _____

Postal Address (if different from street address above)

_____ Post Code _____

Phone _____ Mobile _____

Email address: _____

I am applying for:

- Deferment of my studies Period of deferment: 1 Semester OR 2 Semesters
 Cancellation of my studies Effective date of cancellation _____

Please state why you wish to defer/cancel your studies:

Date of application _____

International Students only

Note: Once an international student has commenced an AFTT course, you cannot defer the commencement of your studies or suspend your studies, except on the grounds of illness (supported by a doctor's certificate) or other exceptional compassionate circumstances beyond your control; for example, bereavement. In such circumstances, if the deferral is granted, your Confirmation of Enrolment (CoE) will be modified accordingly.

Home country_____

Phone no in home country_____

Address in home country

Student instruction

Please read *Policy #04.04 Deferral, Suspension and Cancellation Procedure* available on the AFTT website, www.aftt.edu.au. You may seek a deferral for a maximum of two consecutive semesters for an advanced diploma course or one semester for a full-time certificate IV course. If deferral is approved, it is your responsibility to give the Administration Coordinator timely notification of your intent to resume your studies.

You will submit your completed application form to the Administration Coordinator at Reception. Any relevant documentation (eg, **doctor's** certificates) to support your request must be attached. Your application will be assessed once all documentation has been received. AFTT may ask for more evidence, if required. Applications are usually processed within 5 working days.

If you have any queries about the process or outcome, please contact the Campus Manager. If you wish to dispute the outcome, you may make a complaint in accordance with AFTT *Policy #06.07 Complaints and Appeals* on the AFTT website.

Office Use Only

Staff name (print)_____ Signature_____ Date_____

(tick decision)

- Approved Return date_____ Tier_____
- Denied

If denied, please provide reason below: