

APPLICATION FOR DEFERMENT OR CANCELLATION OF STUDIES

Student Name

Student Signature

**Date of
Application**

Please tick relevant box/s and fill in information where applicable:

Student

- Domestic student:** Fee paying VET Student Loan Scholarship
- International student:** Fee paying Scholarship

Course

- ACTING:** Bachelor of Creative Arts (Acting) Advanced Diploma (CUA60615)
- FILM:** Diploma (CUA51020) Advanced Diploma (CUA60620)
- THEATRE PROD:** Diploma (CUA50420)

Current Tier

- Tier 1 Tier 2 Tier 3 Tier 4 Tier 5 Tier 6

Start date of course

Contact Details

Phone

Email

Address

I am applying for:

- DEFERMENT of my studies** (indicates intention to return)
- Period of deferment: 6 months (1 semester) 14 weeks (1 trimester) 1 year (2 semesters/3 trimesters)

- CANCELLATION of my studies** (indicates no intention of returning)
- Effective date of cancelation: _____

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

International Students only

Any AFTT international student who wishes to apply for temporary suspension of a course must complete an *Application for Temporary Suspension of a course*.

- The application for temporary suspension of a course can be obtained from Admin or the International Department
- International students are to submit their Application for Temporary Suspension form directly to International Services Administration (international@afft.edu.au).

STUDENT INSTRUCTION

Please read *Policy #04.04.1 Deferring Suspending and Cancelling Student's Enrolment Domestic Student* and/or *Policy #4.04.3 Deferring Suspending and Cancelling Student's Enrolment International Student* available on the AFTT website, www.afft.edu.au. You may seek a deferral for a maximum of two (2) consecutive semesters for an Advanced Diploma course or one semester for a full-time Diploma course. If deferral is approved, it is your responsibility to give the AFTT Admin Team timely notification of your intent to resume your studies.

You will submit your completed application form to Reception.

Any relevant documentation (e.g., 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 five (5) working days.

If you have any queries about the process or outcome, please contact the Head of Student Services and Admin. If you wish to dispute the outcome, you may make a complaint in accordance with AFTT *Policy #06.01 Complaints and Appeals* on the AFTT website.

AFTT Office Use Only

Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (if denied, state reasons below)
Head of Department Name:		
Signature:		Date:
Notes:		