

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

☐ **International student:** ☐ Fee paying ☐ Scholarship / Endeavour

Course

☐ **ACTING:** ☐ Diploma (CUA51015) ☐ Advanced Diploma (CUA60615)

☐ **FILM:** ☐ Diploma (CUA51015) ☐ Advanced Diploma (CUA60615)

☐ **LIVE PROD :** ☐ Diploma (CUA51015) ☐ Advanced Diploma (CUA60615)

Current Tier

☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4

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) ☐ 1-Year (2 semesters)

☐ **CANCELLATION of my studies** (indicates no intention of returning)

Effective date of cancellation: _____

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

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.

Contact Details (of home country)	Country	
	Phone	
	Address	

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 (2) consecutive semesters for an Advanced Diploma course or one semester for a full-time diploma or 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 (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 Course Operations 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.

AFTT Office Use Only

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