STUDENT DEFERMENT REQUEST FORM

This form is to be used by International students who have received an Offer/CoE(s) from Kent Institute Australia (Kent) and wish to defer/change the commencement of their studies.

Note: Students may only defer their course of study to the next available student intake date and only one deferment is permitted for Higher Education Degree study except under compassionate grounds. In the case of Vocational Education & Training (VET) courses students can only defer the course of study for a maximum period of six (6) months.

APPLICANT DETAILS	
Student Name:	
Date of Birth:	_____/_____/_____
KENT Student ID:	

CONTACT DETAILS	
No. and Street Name:	**Suburb:**
Country:	**Postcode/Zip code:** (If applicable)
E-mail Address:	**Mobile Number:**

What courses have you currently been offered?

Course Name	When can you commence the course?
Example: Bachelor of Business	17 March2017
1.	
2.	
3.	
4.	

Have you received an Electronic of Confirmation of Enrolment (eCoE)   ☐ Yes   ☐ No

Reason: ....

....

....

STUDENT DECLARATION AND UNDERSTANDING
I declare:
• Information supplied in this request is true and correct.
• I accept that the course structure of the deferred course, including any course credit may change.
I understand:
• The related policy to this form is the *Student Deferral of Enrolment Policy & Procedure* available from the policy register on the kent.edu.au website.
• This request is subject to Kent Institute Australia's approval. If approved, a new Offer of Admission with course details will be issued and I must return the new Signed Written Agreement as soon as possible to have my eCoE revised.

Signature:	**Date:** / /

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Kent Institute Australia Pty. Ltd.
ABN 49 003 577 302   CRICOS Code: 00161E   RTO Code: 90458
TEQSA Provider Number: PRV12051

APPROVALS

First Deferment Request?	☐ Yes ☐ No
Has the student met the entry requirements?	☐ Yes ☐ No
Deferral request is based on:	☐ Academic Requirements ☐ English Requirements ☐ Exceptional Circumstances ☐ Other _____
Final Approvals: **Reason for Decision:**	☐ Granted ☐ Declined .... Sign:_____ Date: / /

ADMINISTRATION

☐	**Course Credit Reassessed (if applicable)**	Date: / /	Staff Initials: ……………………...
☐	**Student advised of outcome of this application**	Date: / /	Staff Initials: ……………………...
☐	**New Signed Written Agreement Received**	Date: / /	Staff Initials: ……………………...
☐	**eCoE updated**	Date: / /	Staff Initials: ……………………...
☐	**Student file updated on SIS (RTO Manager)**	Date: / /	Staff Initials: ……………………...

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