



## STUDENT DEFERMENT REQUEST FORM

This form is to be used by students who have accepted an Offer of Admission to a Kent Institute Australia course and wish to defer/change the commencement of their studies. Completed forms should be submitted to:

[Acceptance@kent.edu.au](mailto:Acceptance@kent.edu.au) if applying to study at the Sydney or Melbourne Campus  
[AcceptanceBrisbane@kent.edu.au](mailto:AcceptanceBrisbane@kent.edu.au) if applying to study at the Brisbane Campus

**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:	Mobile Number:
Address:	
E-mail Address:	<input type="checkbox"/> Domestic Student <input type="checkbox"/> International Student
If you are an International student, have you received an Electronic of Confirmation of Enrolment (eCoE)	<input type="checkbox"/> Yes <input type="checkbox"/> No

REASON FOR DEFERRAL:

CURRENT (OFFERED COURSE DETAILS)	IF DEFERRAL IS APPROVED, IN WHICH STUDY PERIOD DO YOU INTEND TO COMMENCE THIS COURSE?
Course 1:	
Course 2:	
Course 3:	

STUDENT DECLARATION AND UNDERSTANDING
<p><b>I declare:</b></p> <ul style="list-style-type: none"><li>Information supplied in this request is true and correct.</li><li>I accept that the version of the course which I am seeking to defer may change, which may impact and require revision of any RPL which I may have received.</li></ul> <p><b>I understand:</b></p> <ul style="list-style-type: none"><li>The related policy to this form is the <i>Student Deferral of Enrolment Policy &amp; Procedures</i> which is available from Kent's public documents webpage <a href="https://kent.edu.au/public-documents/">https://kent.edu.au/public-documents/</a></li><li>This request is subject to 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.</li><li>That if I am an International student, in accepting a new Offer of Admission I will need to demonstrate I still meet the Australian Government's Genuine Student requirements at the time, in order to have my eCoE revised. If I cannot demonstrate I still meet the Genuine Student requirements, may refuse to re-issue my eCoE.</li></ul>

Student Signature:	Date:        /        /
--------------------	-------------------------

**OFFICE USE ONLY**

**APPROVALS**

<b>First Deferment Request?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has the student met the entry requirements?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Deferral request is based on:</b>	<input type="checkbox"/> Academic Requirements <input type="checkbox"/> English Requirements
	<input type="checkbox"/> Exceptional Circumstances <input type="checkbox"/> Other _____
<b>Final Approvals:</b>	<input type="checkbox"/> Granted <input type="checkbox"/> Declined
<b>Reason for Decision:</b>	.....
	.....
	Sign: _____ Date: / /

**ADMINISTRATION**

<input type="checkbox"/> Course Credit Reassessed (if applicable)	Date: / /	Staff Initials: .....
<input type="checkbox"/> Student advised of outcome of this application	Date: / /	Staff Initials: .....
<input type="checkbox"/> New Signed Written Agreement Received	Date: / /	Staff Initials: .....
<input type="checkbox"/> eCoE updated	Date: / /	Staff Initials: .....
<input type="checkbox"/> Student file updated on SIS (RTO Manager)	Date: / /	Staff Initials: .....