

## DEFERRAL APPLICATION FORM

This form is to be used by currently enrolled and participating students to apply for a deferral of enrolment for VET studies, to be completed and signed by the student and the Training Coordinator. Where a deferral of an enrolment is approved by the training coordinator, students are responsible for resuming their training within the specified timeframe (maximum 12 months). Please return the completed form to your college of enrolment. See Terms and Conditions on the back of this form.

### SECTION A: STUDENT DETAILS

Family name		First name	
Other name		Date of birth	
Contact Number		Email address	
Student ID		Date of Submission	

### SECTION B: COURSE INFORMATION

Course name		Course code	
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### SECTION C: DEFERRAL INFORMATION

I wish to apply for a deferral of my enrolment due to:	<input type="checkbox"/> a change in family/work commitments <input type="checkbox"/> illness or temporary impairment/condition <input type="checkbox"/> no current access to work placement/workplace assessment or facilities to complete course requirements <input type="checkbox"/> other – please specify _____
I have negotiated with my Head Teacher to resume my training (please indicate):	<input type="checkbox"/> On the specified date: _____ <input type="checkbox"/> in the month/year: _____

Note 1: A maximum deferral period of 12-months applies, taking into account any previous approved deferral periods for the same qualification.

### SECTION D: DEFERRAL INFORMATION

I have read and understand the Deferral Terms and Conditions, including my responsibility to resume training within the allowable timeframe (maximum of 12 months).

Student Signature: \_\_\_\_\_

#### Privacy Notice

Under the Data Provision Requirements 2012, Superior Training Centre (STC) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by STC for statistical administrative, regulatory and research purposes. STC may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Deferral - Terms and Conditions

- Deferral is a study option that allows students currently enrolled under Smart and Skilled NSW Government subsidised training, to temporarily pause their training and return within a maximum 12-month period from the date the signed Deferral Application Form is received. The maximum 12-month period takes into account and includes any previous deferral periods for the same qualification/enrolment.
- Deferrals for full-fee paying students may be considered in special circumstances.
- Superior Training Centre will take action to withdraw an enrolment where a student does not return to training in the specified timeframe. Superior Training Centre may contact students during the deferral period where determination of study intentions is required.
- A new enrolment for the qualification will be required if the student decides to return to training at a date later than the agreed deferral timeframe.
- An enrolment will be closed for the period of deferral, which means an individual is not considered an active/enrolled student during this period.
- As the deferred enrolment is not an active participation in training, this status will likely impact benefits and allowances from providers such as Centrelink. Students are responsible for notifying Centrelink or any other relevant providers of their change in circumstances.
- The Student fee or Concession fee will remain as identified at enrolment, and will not change during the period of deferral.
- Any unit/s attempted/not completed within the enrolled qualification at time of deferral will record a withdrawn (WN) result, and the student fee or fee exemption covers this first attempt at these unit/s. When students return to training after deferment, an additional fee for the second attempt at these Unit/s applies.
- At the time of deferral, the student fees are to be paid for any fee instalments due.
- Any future-dated fee instalments will not be payable during the deferral period. Payment of remaining fee instalments will recommence upon return to training.
- A deferral application will not be approved where:
  - Future class scheduling or resourcing is not available within the required timeframe,
  - A student has outstanding fees/instalments at the time the deferral application is received,
  - 12 month deferral has previously been used/consumed for the same qualification,
  - The return to study after the deferral will not allow sufficient time for the student to complete the course/qualification requirements before the course/qualification becomes obsolete (that is, within the currency period),
  - A student has not satisfactorily demonstrated engagement and progression through their training, including submission of assessments or tasks in accordance with teacher instruction/permissible timeframes.
  - A student has disengaged from training for a period of one month or more.

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### SECTION E: TRAINING COORDINATOR APPROVAL

Deferral application approved  Yes  No

If approved, participation, assessment results, payments are up to date:  Yes

If not approved, reason for non-approval \_\_\_\_\_

Training Coordinator Approval Name: \_\_\_\_\_

Training Coordinator Approval Signature \_\_\_\_\_ Date \_\_\_\_\_