Form - Application for Deferment

Important:

- You **MUST** complete and submit this form to the Student Support Officer or email the form to admissions@westincollege.com.au
- You will be notified about the outcome of your request for Deferment within 10 working days from the date WESTIN College receives your application.
- Please read the Westin College Deferment, Suspension and Cancellation Policy (available in our International Student Handbook) before completing this form to identify if you meet the requirements to be granted a Deferment of studies.

Student Name:		**Student ID:**	
Course Name:			
I am applying for:	☐ A deferment of studies		
Proposed date the deferment shall be effective			
Proposed recommencement date			
Reasons for your application for Deferment (Please attach supporting documents):			

Declaration

I,_____(Student Name), understand that:

☐ This application will be considered in accordance with Westin College Deferment, Suspension and Cancellation Policy.

☐ I understand the implications on my student visa, should my application be successful. Furthermore, I am required. to contact DHA to clarify the status of my visa should this application be successful.

☐ I have attached all relevant supporting documents; I understand that Westin College can only make a decision based on the reasons stated herein and the supporting evidence provided.

☐ If my circumstances change and I do not return on the agreed recommencement date I shall notify Westin College as early as possible, endeavouring to provide at least 28 days' notice.

☐ I understand that failure to return on the recommencement date without prior notification may lead to the cancellation of my enrolment.
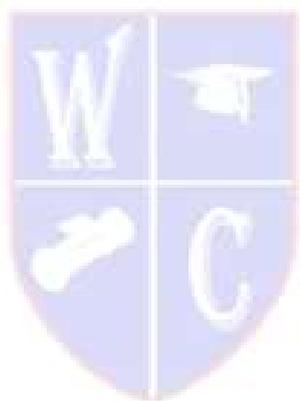
Signature: **Date:**

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Office Use Only				
Received By		**Date**		
Outcome	☐ Approved ☐ Not Approved	**Academic Manager Signature**		
Variation lodged on PRISMS	☐ Yes ☐ No	**Date Entered**		
Calendar Notation made	☐ Yes ☐ No	**Date Entered**		
Outcome advice email sent to student	☐ Yes ☐ No	**Deferment entered into aXcelerate**	☐ Yes ☐ No	
Notice sent to Trainer	☐ Yes ☐ No	**Tasks Completed Date**		