



Student Details:

First Name:

Surname:

Student Number:

USI Number:

Date of Birth:

Contact Number:

Email Address:

Passport Number:

Current Home Address:

State:

Postcode:

Qualification Enrolled in: (tick appropriate):

- SIT40516 – Certificate IV Commercial Cookery
- BSB50820 – Diploma of Project Management
- BSB60210 – Advanced Diploma of Business
- SIT50422 Diploma of Hospitality Management

Are you?

- Withdrawing from course
- Deferring from course

Reason for Withdrawal/Deferral:

Does this reason require you to leave Australia? (tick appropriate):

- No
- Yes

If selected 'Yes'

Is this permanent or temporary leave?

What is your departure date and time?

What are your departure travel arrangements?

Airline:

Flight No:

**Please select the appropriate answer for the following questions:*

Have you advised the Border Force? Yes | No



Have you advised your Education Agent? Yes | No

If returning to Australia

What is your arrival date and time?

What are your return travel arrangements?

Airline:

Flight No:

If not returning, please provide brief detailing of your plan after withdrawal in the space provided –

Important Deferral Information for Student

If you are planning to enroll into another course of study not within Global Training Academy – please ensure you have the offer letter from your new college available for our records.

Also please note:

Deferring From a Course

If you leave and/or abandon your course without suitable reason, before the scheduled termination date and time, no refund will be given.

If you leave or abandon your course due to compassionate or compelling circumstances, you will:

1. Be refunded the unused portion of your course fee's; and
2. Incur and administration fee equal to 20% of the total course cost.

For the purposes of our cancellation policy, compassionate and compelling circumstances are generally those beyond your control and which have an impact upon your course progress or well-being (as stated in The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018) and include:

Deferral or temporary suspension of enrolment can only be applied in compassionate or compelling circumstances. This could include but is not limited to:

- Serious injury or illness where a medical certificate is provided and states that the student is/was unable to attend class.
- Bereavement of close family members such as: Parents or Guardians – this should be supported where possible with death certificate.
- Major political upheaval or natural disaster in the student's home country requiring emergency travel and this has/will have an impact on the student's studies.
- A traumatic experience which can include:
 - Involvement in or witnessing a serious accident.
 - Witnessing or being the victim of a serious crime. - and this has impacted on the student (these cases should be supported by police or psychologists' reports)



- Where Global Training Academy was unable to offer any of the prerequisite units of competency
- The student's inability to begin the course on the set start date due to the delay in receiving their Student Visa.
- The student's inability to study for a portion of a study period due to cultural reasons.

Signing this form is both an acknowledgment that you understand and accept all information and terms of the deferral listed above; also acting as a confirmation that all student provided details are accurate and genuine.

Student Signature:

Date:



For Office Completion Only

Deferral Granted

Deferral Denied

Reasons for the above application decision:

Date Deferral Given:

Date Deferral Entered into the System:

Name of Student requesting Deferral:

Director Notified: Yes | No

Date Deferral Approved:

Dep. Education Notified: Yes | No

Date Entered into Dep. Education (PRISM) System: