

### General Instructions:

- This form is to be used by the enrolled students who wants to defer their studies either the start date of course or defer the term.
- The process begins within 7 working days of the application submission date.
- The form must be submitted before the course commencement date or before term start date.

### Information for Student:

- Read and complete the Form in BLOCK letters using a black or blue pen.
- Not all courses can be deferred. You must obtain an approval from Academic Manager.
- You are supposed to attach any supporting documentation relevant to your application.
- The student must pay the fees to defer the CoE as per listed on the AHSI student handbook.
- Student must submit the form to student support officer in person or by email; [studentservices@ahsi.edu.au](mailto:studentservices@ahsi.edu.au)

### Please tick (✓) the relevant information

Your Personal Details		Application Details	
First Name:		Please select your reason for application:	
Last Name:		<input type="checkbox"/> Deferment of Commencement Date	
Student ID: (if AHSI student)		<input type="checkbox"/> Deferment of Term	
Address:		Please tick (✓) Term that you wish to commence the studies	
Suburb/Town:		<input type="checkbox"/> Term 1 (Jan – Apr)	Year _____
Post Code:		<input type="checkbox"/> Term 2 (Apr – Jul)	Year _____
Email Address:		<input type="checkbox"/> Term 3 (Jul – Sep)	Year _____
Mobile:		<input type="checkbox"/> Term 4 (Sep – Dec)	Year _____
Course Enrolled In:			

### Request Details

*Detail description of your request to defer the course for Offshore students*

*Detail description of your request to defer the course – Onshore students. Please note that deferment may only grant upon the extenuating circumstances.*

### Student Declaration

I declare that the information provided in this application is true. I have attached the supporting documents. I understand that if my application is approved, AHSI will issue new CoE and my current CoE will cancel. I also understand that I will maintain my visa conditions.

Signature:

Date:

<b>AHSI Office Use Only</b>		
<b>Received By:</b>	<b>Position:</b>	<b>Date:</b>
<b>Application forwarded to Academic Manager:</b> <input type="checkbox"/>		<b>Date:</b>
<b>Academic Manager Comments:</b>		
<b>Application Outcome:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Decline	<b>Student notified of the decision:</b> <input type="checkbox"/>	<b>Associated Fees:</b> \$_____
<b>Application forwarded to Admission Officer:</b> <input type="checkbox"/>		<b>Date:</b>
<b>Offer Letter issued and emailed to student:</b> <input type="checkbox"/>	<b>Offer Acceptance received:</b> <input type="checkbox"/>	<b>Student paid the fees:</b> <input type="checkbox"/>
<b>New CoE Issued and emailed to student:</b> <input type="checkbox"/>	<b>Student's records updated:</b> <input type="checkbox"/>	<b>Date</b>
Keep a copy of course deferral form along with New Offer Letter and CoE in the student's file and in Student Management System.		