

## COURSE DEFERRAL REQUEST

### STUDENT TO FILL OUT "PART A" TO "PART D"

**OUTCOME/REPLY** : will be emailed within 10 working days from date of receipt of a complete application  
Submit your application in person or by email: [studentservices@edithcowancollege.edu.au](mailto:studentservices@edithcowancollege.edu.au)

#### PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> English <input type="checkbox"/> Certificate IV/TAP/Diploma/PQP		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes    (If yes, please attach Approval Letter with Parents/Guardian' signature)		
Do you have a payment plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes    (If yes, payment plan will be terminated and any outstanding fees must be paid)		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes    (If Yes any outstanding fees must be paid)		

#### PART B – DEFERRAL DETAILS

Course / Stream	DEFERRAL DETAILS	ENTER ECC Study period	EXIT ECC Study period	Last Study Day (Day/Month/Year)	First study day ((Day/Month/Year)
	<b>STOP your studies</b>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
	<b>START your studies</b>	<del> </del>	<del> </del>	<del> </del>	<del> </del>

This section applies to students on an international student visa only:

Are you staying in Australia for this period?

- Yes (If yes, provide evidence as to why you can not return to your home country)
- No (subject to your application being successful, you will need to provide a copy of your boarding pass and a copy of your passport with stamp confirming your arrival into your home country by email to: [studentservices@edithcowancollege.edu.au](mailto:studentservices@edithcowancollege.edu.au), before your deferral can be finalised)

#### PART C – REASON FOR DEFERRAL REQUEST (Must include supporting documentation)

**Medical** (attach documents, example: Medical Certificate)

**Family** (attach documents, example: Letter from family; Medical report; Death certificate; Financial evidence; etc.)

**Academic Advisor/Course Coordinator approved**

Name/Signature of Academic Advisor/Course Coordinator:

Date:

I have attached other documents providing evidence of my situation

PART D – STUDENT DECLARATION	
I understand that: (applies to students on an international student visa only, please tick these boxes)	
	This application is subject to Genuine Temporary Entrant assessment, as the original visa was issued by the Department of Home Affairs based on the original course of study.
	<b>It is my responsibility to update any changes to the Department of Home Affairs (<a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>) and check how long I can stay in Australia, from my last day of study.</b>
	I will need to pay the required amount as stated on Revised Offer Letter (Section 4) before a new Confirmation of Enrolment (COE) can be issued.
I understand that: (applies to all students, please tick these boxes)	
	<b>I must stay and continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application.</b>
	My requested dates have been discussed with an ECC Representative to ensure they align with ECC Academic calendar, and my deferral period is not more than 6 months.
	All outstanding fees must be paid before this application can be considered.
	A difference in course cost may apply, and I will pay the difference if there are insufficient funds in the account.
	Academic Penalties may apply dependant on the date of successfully submitting this request.
	I have read and understood the conditions of Deferral as mentioned on this form and Deferral Fact sheet.
	<b>I have read and understood the following Policies: <a href="http://www.edithcowancollege.edu.au/policies">www.edithcowancollege.edu.au/policies</a></b> <ul style="list-style-type: none"> <li><input type="radio"/> <b>Enrolment Policy (Adding and changing units; Withdrawing from a Unit)</b></li> <li><input type="radio"/> <b>Refund Policy</b></li> <li><input type="radio"/> <b>FEE-HELP Review Procedure (students on FEE-HELP only)</b></li> <li><input type="radio"/> <b>Tuition Fees and Charges Policy</b></li> </ul>
	The <b>outcome</b> of this request <b>will be emailed within 10 working days from receipt of my complete application.</b>
	<b>If I do not accept the Revised Offer and make the payment within 14 days, this Deferral Application will be cancelled and I remain enrolled in the current course.</b>
I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as the result of my own decisions.	
Student signature: ..... Date: ...../...../.....	

OFFICE USE ONLY	
ECC REPRESENTATIVE DECLARATION	
I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.	
<b>Special comments for consideration:</b>	
SAS Team member signature:	Date:
PANEL – APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/>	
Signature & Message to student (outcome of application):	

## COURSE DEFERRAL REQUEST CHECKLIST

### 1. Who can apply for Course Deferral Request?

- You must have no outstanding fees
- You must have discussed your Request with an Academic Advisor/Course Coordinator/ECC representative before lodging this form.
- If you are under 18, you need to book an appointment to see the Student Counsellor and seek support.

### 2. What do you need to prepare?

- Evidence and Supporting Documents for your Course Deferral Request.
- Medical Certificate
- Death Certificate
- Letter from family
- Approval from Academic Advisor/Course Coordinator
- **INTERNATIONAL STUDENTS ONLY: if you are staying in Australia, please attach evidence as to why you can not return to your home country**

### 3. What you need to do?

- Please indicate what date you would like to end your studies at ECC and when you would like to return to study at ECC.
- **INTERNATIONAL STUDENTS ONLY: Maximum deferral time is 6 months. If you wish to apply for a deferral of more than 6 months, you need to apply for Withdrawal from ECC/ECU and re-apply for a visa.**
- Pay all outstanding fees.
- If you are currently on payment plan, your plan will be cancelled and you must pay all outstanding fees before this application can be considered.

### 4. Conditions

- All “**Student sections**” must be **completed** and **signed** by yourself.
- All required documents must be provided or application will not be assessed.
- **You must keep going to class, till you receive an email about the outcome of your application**
- Ensure you understand PART D – STUDENT DECLARATION. Ask questions if you do not understand.
- **INTERNATIONAL STUDENTS ONLY:** Students who withdraw from a course and do not enrol or transfer to another course of study, generally have up to 28 days to leave Australia from the last day of ECC studies. If you wish to stay longer you must seek Department of Home Affairs approval as soon as possible ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au))

➤ INTERNATIONAL STUDENTS ONLY: You need to keep Department of Home Affairs up-to-date on any study changes ( <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> )	
➤ You will need to pay for 4 units for the new Letter of Offer, before new COEs are issued	
<b>5. How long will it take?</b>	
➤ Outcome of the application will be emailed to you within 10 working days from receipt of your application. ➤ If <b>approved</b> , you will receive an email of outcome. <ul style="list-style-type: none"> <li>▪ <b>You will need to keep attending classes</b>, until you hear from ECC about the positive outcome.</li> <li>▪ <b>INTERNATIONAL STUDENTS ONLY:</b> If there is a gap of more than 28 days between your last day of study in your current course and the start date in your new course, you are required to leave Australia (Refer to the Department of Home Affairs), unless you have evidence of not being able to return to your home country and your application has been successful.</li> </ul>	
➤ If <b>unsuccessful</b> , you will be informed of the outcome by email explaining the reason for the rejection. ➤ Instructions for the Complains and Appeal process, will also be provided with the rejection	

## Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
- ECC Complaints and Appeals Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Enrolment Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Refunds Policy - <http://www.edithcowancollege.edu.au/policies>
- Student Visa Factsheet: Changing Courses - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Course Variations - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Genuine Temporary Entrant (GTE) - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Transfer Provider - <http://www.edithcowancollege.edu.au/documents-and-forms>
- If you do not understand this form or the respective policy, you can contact an interpreter service  
Phone: 131 450  
Web: [www.tisnational.gov.au/Home/Help-using-TIS-National-services/Contact-TIS-National](http://www.tisnational.gov.au/Home/Help-using-TIS-National-services/Contact-TIS-National)

## Contact us:

- ECC Student and Academic Services email: [studentservices@edithcowancollege.edu.au](mailto:studentservices@edithcowancollege.edu.au)
- ECC Student and Academic Services phone: +61 8 6279 1100