

COURSE DEFERRAL REQUEST

STUDENT TO FILL OUT "PART A" TO "PART D"
OUTCOME/REPLY : will be emailed within 10 working days from date of application

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"/> Pathway (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

Deferral:	Course / Stream	Start Date (ECC Study Period)	End Date (ECC Study Period)	Last Study Day (Day/Month/Year)	First study day (Day/Month/Year)
From current date:					
To new date:					

Are you staying in Australia for this period? Yes (If yes, please discuss your plans with a ECC representative)
 No (If No, please provide copy of flight booking and proof of payment)

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.)

<input type="checkbox"/> Academic Advisor/Course Coordinator approved	Name/Signature of Academic Advisor/Course Coordinator:	Date:
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Other (please specify in the additional space available):

I have attached other documents providing evidence of my situation

PART D – STUDENT DECLARATION	
I understand that (please tick):	
<input type="checkbox"/>	All outstanding fees must be paid before this application can be considered.
<input type="checkbox"/>	My requested dates have been discussed with a ECC Representative to ensure they align with ECC Academic calendar, and my deferral period is not more than 6 months.
<input type="checkbox"/>	I have read and understood the conditions of Deferral as mentioned on this form and Deferral Fact sheet.
<input type="checkbox"/>	I have been shown the Refund Policy and understand how this policy applies to my application.
<input type="checkbox"/>	The outcome of Deferral Application will be communicated within 10 days from date of application .
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	It is my responsibility to update any changes to Department of Immigration and Border Protection (DIBP) (www.border.gov.au), and check how long I can stay in Australia, after my last day of study.
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.			
Special comments for consideration:			
SAS Team member signature:			Date:
PANEL – APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/>			
Position	Name	Signed	Date
Academic Director			
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
- **A copy of your flight ticket/ Receipt of booking payment with the flight's details if you are leaving Australia.**

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.
- ***(Note: 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.
- 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 DIBP approval as soon as possible (www.border.gov.au)
- You need to keep Department of Immigration and Border Protection (DIBP) up-to-date on any study changes (www.border.gov.au)
- You will need to pay for 4 units for the new Letter of Offer, before new COEs are issued

5. How long will it take?	
<ul style="list-style-type: none"> ➤ Outcome of application will be emailed to you within 10 days from date of application ➤ If approved, you will receive an email of outcome. <ul style="list-style-type: none"> ▪ You will need to keep attending classes, until you hear from ECC about the positive outcome. ▪ Finance team will contact you in regards to a Refund if applicable. ▪ 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 DIBP approval as soon as possible (www.border.gov.au) 	
<ul style="list-style-type: none"> ➤ If unsuccessful, 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:

- DIBP Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.border.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>