

Form checked, scanned, MAZE code (DFR1) entered by: SAS-MEMBER  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Request received: By student in person   
 By email

## COURSE DEFERRAL

**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)

### MY DETAILS

<b>Student ID:</b>		<b>Date of Birth:</b>	DD / MM / YYYY
<b>Given Name(s):</b>		<b>Email Address:</b>	
<b>Family Name:</b>		<b>Telephone Number:</b>	
<b>I am under 18 years of age:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	
<b>I have unpaid fees:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, ECC has the right to take legal action if you fail to clear your debt (unpaid fees) once this application is approved	

### MY DEFERRAL REQUEST

<b>My course:</b>	
<b>My last day of study at ECC:</b>	
<b>Date I want to return to ECC:</b>	

### MY REASON

<input type="checkbox"/>	I am on an International Student VISA, I have evidence supporting my request and I will stay in Australia during my deferral
<input type="checkbox"/>	I am on an International Student VISA, I have evidence supporting my request and I will travel to my home country as soon as this request is approved (or sooner)
<input type="checkbox"/>	I am an Australian citizen or Permanent Resident
<input type="checkbox"/>	Other

### MY EVIDENCE and ATTACHMENTS

<input type="checkbox"/>	I attach evidence supporting my request
<input type="checkbox"/>	I attach evidence as to why I cannot return to my home country
<input type="checkbox"/>	I attach evidence supporting my request
<input type="checkbox"/>	<b>I attach evidence showing I will leave Australia within the next 7 to 10 days from this application</b>
<input type="checkbox"/>	I attach evidence supporting my request
<input type="checkbox"/>	I attach details and evidence supporting my deferral request

### MY RESPONSIBILITIES (applies to international students only)

By ticking these boxes I declare that I understand my responsibilities.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I must continue to attend class until I have been notified of the outcome of this application and continue to meet my visa obligations and conditions. I have read this link referring to visa conditions and understand how it applies to my visa: <a href="http://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students">www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students</a> |
| <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | It is my responsibility to update 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.  |

**I need to meet only one of the conditions below:**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | If I intend to travel to my home country, <b>I must leave Australia within 7 days from receiving conditional approval</b> of this request. Failing to leave Australia will result in the conditional approval being withdrawn and I will need to submit a new application for review by ECC. |
| <input type="checkbox"/> | If I intend to stay in Australia, I need to attach <b>evidence as to why I cannot return to my home country.</b>   |



### MY RESPONSIBILITIES (applies to international and local students)

By ticking these boxes I declare that I understand my responsibilities.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application.  |
| <input type="checkbox"/> | I attach evidence to support my request (Medical Certificate, letter from my family, death certificate, financial evidence, recommendation by an ECC representative, etc.).   |
| <input type="checkbox"/> | Deferring my studies can affect my principal/next course start date and I have discussed this with an ECC representative.   |
| <input type="checkbox"/> | If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take legal action to recoup the debt owing.  |
| <input type="checkbox"/> | On my return a difference in course cost may apply, and I will pay the difference if there are insufficient funds in my account.  |
| <input type="checkbox"/> | I will need to pay the required amount as stated on revised Offer Letter, to be able to re-enrol in my studies at ECC.  |
| <input type="checkbox"/> | Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence.  |
| <input type="checkbox"/> | Academic penalties may apply dependent on the date of successfully submitting this request.   |
| <input type="checkbox"/> | I have read the following policies ( <a href="http://www.edithcowancollege.edu.au/policies">www.edithcowancollege.edu.au/policies</a> ): <ul style="list-style-type: none"><li>• Enrolment Policy</li><li>• Refunds Policy</li><li>• FEE-HELP Review Procedure (students on FEE-HELP only)</li><li>• Tuition Fees and Charges Policy</li><li>• Statement of Tuition Assurance</li></ul> |



## MY RIGHTS

If successful with this request, I have the right to receive my relevant study reports on original ECC paper and my marks and grades for the current enrolment will be processed as per this table.

Withdrawal Summary			
ELICOS	Diploma	PQP	Enrolment Recorded
Before end of Week 1	Before end of Week 4		No
From Monday of Week 2	Week 5 to end of Week 10		Yes
<del>From Monday of Week 3</del>	From Monday of Week 11		Yes
Grade on Transcript			
			No
			W = Withdrawn
			N = Fail

Please refer to ECC's Refunds Policy for financial penalties. [www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)

I'm entitled to a reply/outcome within 10 working days from the date of submitting a complete application.

If my application is unsuccessful, I'm entitled to submit an Appeal Request (Stage 2), within 20 working days from receiving my rejection notification.



### 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)
- Overseas Students Ombudsman publications: [www.ombudsman.gov.au/about/overseas-students/oso-publications#for\\_students](http://www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students)
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

### ECC contact details:

- 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

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	<b>Signature:</b>	
	<b>Date:</b>	DD / MM / YYYY

ECC OFFICE USE ONLY			
<b>ECC Representative Declaration</b>			
I declare that all pertinent information has been provided to the student. This form and included supporting documents have been checked carefully and certified myself before being stamped, scanned and lodged.			
Special comments for consideration:			
<b>SAS Team member signature:</b>		<b>Date:</b>	/ /
<b>Panel Decision:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Rejected</b>			
<b>Academic Director signature:</b>		<b>Date:</b>	/ /
Special comments for consideration:			