



## DEFERRAL APPLICATION FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Course: \_\_\_\_\_

### ❖ What is 'deferral'?

Deferral refers to officially postponing your studies with FIT College for 6 months.

### ❖ What happens to my payments?

Your payments must continue throughout your deferral. Speak to a FIT College representative to discuss your payment arrangement while deferring.

### ❖ How long can I defer for?

Deferral Applications are for 6 months maximum.

### ❖ How much does a deferral cost? Can this be added to my direct debit contract?

The cost to defer your course is \$150 and needs to be paid when you return this form in order for the application to be processed and approved.

Deferral application payments cannot be added onto your direct debit.

*All students have the right to apply for a deferment to their course. All reasonable situations regarding failure to complete the requisite course requirements, will be considered at the RTO Manager's discretion.*

\*\* Applications submitted without additional paperwork outlining extenuating circumstances **may** be denied\*\*

### Extenuating circumstances may include:

- **Medical Reasons** – where a medical condition has prevented you from completing an assessment by the due date or has held you back from completing the course.
  - **Supporting documentation required:** *A statement from a doctor including the date your medical condition first prevented you from participation in study and the date the doctor considers you will be well enough to resume studies.*
- **Family/Personal Reasons** – due to unforeseen personal/family reasons that are beyond your control, you are unable to complete an assessment by the due date or are impeded from completing the course.
  - **Supporting documentation required:** *a Statutory Declaration outlining the situation/circumstances.*
- **Employment Related Reasons** – where your employment arrangements change unexpectedly due to circumstances beyond your control preventing you from completing an assessment by the due date.
  - **Supporting documentation required:** *a statement from your employer indicating your previous work hours and location; your current work hours and location; and the date the employment circumstances changed and the reason why.*
- **Disability Reasons** – A disability that is temporary, permanent or fluctuating may prevent you from submitting assessment tasks by due dates and have an impact on the time required to complete the course.
  - **Supporting documentation required:** *A statement from a doctor/counsellor including the date your condition first prevented you from participation in study and the date the doctor/counsellor considers you will be well enough to resume studies.*





Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for application: \_\_\_\_\_

Multiple horizontal lines for writing the reason for application.

I understand that deferring my course will essentially place it on hold \_\_\_\_\_ Initial

I understand that my payments must continue during my deferral \_\_\_\_\_ Initial

If my circumstances change I will contact FIT College \_\_\_\_\_ Initial

I have supplied supporting documents with my application \_\_\_\_\_ Initial

**\*\* Applications submitted without additional paperwork outlining extenuating circumstances *may* be denied\*\***

I hereby acknowledge that the above statement is true and accurate to the best of my knowledge:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY		
Date received:	Signature:	
Action to be taken		
Supply supporting documentation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>APPROVED</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

