

Deferral of Study Form

DEFERRING AFTER THE CENSUS DATE IS NOT PERMITTED UNLESS SPECIAL CIRCUMSTANCES ARE APPLIED FOR SUCCESSFULLY

By completing and submitting this form you will be deferring your studies at the College.
Read the important information of pages 2 and 3 *before* completing and signing this form.
Please complete this form in block letters using black ink. Mark appropriate boxes with a cross (X).

1 – PERSONAL DETAILS

ACAP student ID number

Are you an overseas student?

 Yes No

Title _____ Family Name _____ Given Name(s) _____

Course Name (e.g. Bachelor of Applied Social Science) Or Tick if in the Psychologists Registration Supervision Program

2 – DEFERRAL DETAILS

Deferral Commencing

Term Year

Intended Date of Return to Study

Term Year

Please provide details of the enrolment you would like to defer:-

Unit/Module Name & Unit/Module Code (In Full)	Mode of Study (Please Tick)		Term/ Year	
1.	<input type="checkbox"/> FD	<input type="checkbox"/> OnCampus	<input type="text"/>	<input type="text"/>
2.	<input type="checkbox"/> FD	<input type="checkbox"/> OnCampus	<input type="text"/>	<input type="text"/>
3.	<input type="checkbox"/> FD	<input type="checkbox"/> OnCampus	<input type="text"/>	<input type="text"/>
4.	<input type="checkbox"/> FD	<input type="checkbox"/> OnCampus	<input type="text"/>	<input type="text"/>

If you paid your fees up-front and this deferral affords you a refund of fees (i.e. a credit), would you like the credit carried forward to your return? Please refer to the Refund Policy.

 No Yes

3 – REASON FOR DEFERRAL

Please tick the one most relevant reason for your deferral below:
(Please only choose one reason)

Employment
 Family/Relationship
 Financial
 Medical
 Change to another institution
 Personal
 Other

4 – DECLARATION AND SIGNATURE

I declare that I have read and understood the Important Information section on pages 3 and 4 of this form. I declare that the information I have given on this application is correct. I understand that if I knowingly make any false or misleading statements, I may be liable for disciplinary action. Please amend my College records to show that I am deferring as indicated above.

Student Signature

 SIGN HERE

Date

 / /

Date Received

 Office Use Only Office Use Only
 Office Use Only Office Use Only

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DEST and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and the College's policies.

Processing Officer

 SIGN HERE

Date

 / /

Date Received

 Office Use Only Office Use Only
 Office Use Only Office Use Only

IMPORTANT INFORMATION **FOR STUDENTS DEFERRING FROM THEIR COURSE OF STUDY**

Forms submitted after the re-enrolment date, but before the census date, will incur a penalty fee.

**Higher Education students will incur a \$50 penalty fee.
VET students will incur a \$50 penalty fee.**

USE OF THIS FORM

This form is to be used by all ACAP students who wish to defer their studies to a future term. Students cannot defer single modules. Students who are not subject to suspension or exclusion may apply for deferral for a maximum period of 12 months at any one time.

DEFERRING BEFORE THE CENSUS DATE

Students who lodge their notification on or before the census date for a term will be granted a deferral.

Students who have paid using FEE-HELP will not incur a FEE-HELP debt for the module/s in which they were enrolled. Students who have paid up-front will have their fees held in credit or refunded upon request.

DEFERRING AFTER THE CENSUS DATE IS NOT PERMITTED UNLESS SPECIAL CIRCUMSTANCES APPLY

If Special Circumstances are not granted, students who have paid using FEE-HELP will remain liable for the debt. Students who paid up-front will not have their fees refunded. Students will remain liable for any outstanding tuition fees. However, students do have the opportunity to withdraw application for deferral and complete their studies. Results for modules will remain open until the end of term. If there are no results, a "fail" grade will be awarded. Students who are deferring under special circumstances and wish to be considered for re-credit of FEE-HELP, refund of up-front fees and/or exemption from liability for tuition fees must complete a *Special Circumstances Form* and submit this with relevant supporting documentation.

DISTANCE EDUCATION

Students deferring from a Distance Education module who have already received learning materials must return these to the College with this form before the deferral application can be processed.

INTERNATIONAL STUDENTS

In accordance with the Department of Education, Employment and Workplace Relations (DEEWR) requirements and the Department of Immigration and Citizenship (DIAC) visa regulations, the Australian College of Applied Psychology will only approve a Deferral of Study request from an International Student for the following reasons:

- (a) Compassionate or compelling circumstances- such as death or serious illness of a close family member or close friend. Supporting evidence may include a medical certificate or letter (e.g. funeral notice or death certificate) from a registered medical practitioner, psychologist, counsellor, or other appropriate professional;
- (b) Hardship/Trauma- such as the sudden loss of employment, family breakdown, victim of crime/accident. Supporting evidence may include a medical certificate or letter from a registered medical practitioner, or other appropriate professional such as a psychologist, police officer or fire officer etc.

In the absence of documentary evidence, consideration may be given where the student provides a Statutory Declaration outlining full details of the exceptional circumstances. In exceptional cases a student may have their Deferral of Study request approved conditional on the receipt of supporting documentation. In the event of a student not supplying the supporting documentation, they will be treated as a withdrawn student from the date of application.

If an International Student defers or suspends their studies on any other grounds, ACAP is required to report the student to DIAC for not complying with their visa conditions. DIAC does not consider such events as a wedding, a holiday or financial difficulties as appropriate grounds for Deferral. DIAC may also cancel a student visa where, for example, the student has obtained approval for Deferral but does not leave Australia or does not return to their studies by the agreed date.

The College will undertake to ensure that students are fully advised of the implications that a Deferral of Study request may have on their student visa. Should the application for Deferral be refused, the student is entitled to appeal the decision through the College's Grievance and Appeals Procedures.

The College is obliged to notify the Secretary of DEEWR via PRISMS as required under section 19 of the ESOS Act where a student has taken a Deferral. In the report the College will include the following details for all International students granted Deferral:

- Reasons for leave
- Duration of leave
- Details of documentary evidence provided to support the student's application.

All applicants are encouraged to seek advice from the International Student Contact Officer (info@acap.edu.au) before making any submission.

REFUND OF FEES

Students should refer to the Refund Policy in the Student Handbook or on the ACAP website www.acap.edu.au

Refunds for local students may take up to six (6) weeks to process. Refunds for international students may take longer as money has to be transferred to an overseas bank.

POLICIES

The College's policy on enrolment deferrals can be found on the ACAP web-site at <http://www.acap.edu.au>

LODGING THIS FORM

This form may be lodged in person at any ACAP campus or sent by mail, fax or email to:-

SYDNEY

Administration - ACAP
Locked Bag 11
Strawberry Hills NSW 2012
Ph: (02) 9964 6300
Fx: (02) 9964 6370
Em: admin@acap.edu.au

MELBOURNE

Administration - ACAP
PO Box 12322, A'Beckett St
POffice
Melbourne VIC 8006
Ph: (03) 8613 0600
Fx: (03) 8613 0698
Em: acapmelb@acap.edu.au

BRISBANE

Administration - ACAP
PO Box 10469, Adelaide Street
Brisbane QLD 4000
Ph: (07) 3234 4400
Fx: (07) 3236 0037
Em: acapbris@acap.edu.au