

## Deferral of Offer / Leave of Absence Application Form

### Important Information

This form applies to all students who seek to defer the commencement of their course of study at Collarts. It should be read in conjunction with the following policies:

- Deferral, Suspension and Cancellation of Enrolment Policy
- International Student Transfer Policy
- Tuition Fee Refund Policy
- Grievance & Appeals Policy

International students on a student visa should be aware that transferring to a new program may affect their student visa. Any changes to the enrolment as recorded in an international students Confirmation of Enrolment (CoE) will be reported to the Department of Home Affairs (DHA) via PRISMS in accordance section 19 of the ESOS Act. To check the conditions of a student visa please visit the DHA website at:

<https://www.homeaffairs.gov.au> or call 131 881.

The maximum period for which deferment or a leave of absence will be granted is twelve months, unless there are compelling circumstances to extend this timeframe such as for compulsory overseas military service.

### Grounds for Approval of the Application Request

Collarts will grant approval for the voluntary suspension of enrolment for a leave of absence on the grounds of compassionate or compelling circumstances, such as serious illness or injury or exceptional personal hardship, in accordance with Standard 13.2 of the National Code 2007.

### The Application Process

A student wishing to voluntarily suspend their study or defer their commencement at Collarts must submit this 'Deferral of Offer / Leave of Absence Application' form and attach documentary evidence to show cause for compassionate and compelling circumstances for example, but not limited to:

- Medical certificate from a registered medical practitioner
- Statement of support from a counsellor or psychologist
- Certified personal statement of exceptional hardship
- Activation orders for compulsory overseas military service

Collarts will only consider an application complete and eligible for assessment if all sections have been completed, the form signed and the above documentation attached.

Collarts will assess and respond to all completed applications within ten (10) working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak

admission and enrolment times but the process will not exceed fifteen working days.

If successful in their application, Collarts will hold the student's place in their course of study but it is the student's responsibility to observe the re-enrolment process in line with the dates and any conditions as stipulated in any written notification confirming a leave of absence will be granted.

### Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the Collarts *Deferral, Suspension or Cancellation of Enrolment Policy* and advise you of the outcome in writing within ten (10) working days.

If the granting of deferral affects the course duration for an international student, the change will be reported to DIBP via PRISMS in accordance with Standard 9 of the National Code 2007.

If the application is denied, the student will be notified by email advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college Grievance & Appeals Policy which can be found at the Student Resources section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php> or in the Student Handbook on the college website.

### Privacy Statement


Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

### Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: To any Collarts campus reception or Student Services Office.

By email: [support@collarts.edu.au](mailto:support@collarts.edu.au)

<b>LODGEMENT RECEIPT</b> received by Collarts for assessment	
Collarts 	Date:  Name:
<b>Student Number:</b>	

**Please retain this cover sheet for your records.**

## Deferral of Offer / Leave of Absence Application Form

### PERSONAL DETAILS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_

### DETAILS OF &/OR REASON FOR DEFERRAL or LEAVE OF ABSENCE

Leave Date: _____	Return to Study Date: _____
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Please select the most relevant reason/s for your decision:	
<input type="radio"/> On advice of the lecturer	<input type="radio"/> Health problems
<input type="radio"/> On advice from a medical practitioner	<input type="radio"/> Work obligations
<input type="radio"/> Family obligations	<input type="radio"/> Dissatisfaction with the course
<input type="radio"/> Financial difficulties	<input type="radio"/> Dissatisfaction with Collarts
<input type="radio"/> Relocation to a distant place	<input type="radio"/> Other

If other selected above please detail briefly below

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Please indicate what documentary evidence you have provided to support your application:

- Medical certificate from a registered medical practitioner
- Statement of support from a counselor or psychologist
- Certified personal statement of exceptional hardship
- Activation orders for compulsory overseas military service
- No documentary evidence provided (please be aware you may be asked to supply documentation before your application will be processed)

### AUTHORISATION

*I declare that the information provided by me is true and correct. I have read and understood the information contained on this form, at the **Deferral, Suspension and Cancellation of Enrolment Policy** as published in the Collarts Student Handbook. I understand that I will remain liable for all unit enrolment fees, as outlined on my Commonwealth Assistance Notice (CAN), if this form is not received by Collarts by the relevant trimester census date.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Staff Name: _____	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		