

Department	Vocational Education & Training	
Quality Controlled Document No. & Title	ESOS 9.1	Application for Deferment of Course or Leave from Studies Form
Version	2.0	
ESOS National Code 2018	Standard 9	



Author	RTO CEO	
Approved	RTO CEO	
Authorised	RTO Academic Board	
Distribution	Internal	RTO Management RTO Students
	External	N/A

**Note: All students must contact the Agriculture Education Institute of Australia Student Support and Careers Manager (SSCM) before completing and submitting this application. The SSCM shall provide initial advice regarding your request. Students must also read Agriculture Education Institute of Australia's ESOS\_9.0 Deferment, Suspension or Cancellation of Enrolment Policy and Procedure, which can be downloaded from Agriculture Education Institute of Australia's website.**

Student Name: \_\_\_\_\_ (as it appears on your passport)

Student ID: \_\_\_\_\_

### **APPLICATION FOR DEFERMENT OF COURSE**

Students may apply to defer their enrolment in a course before the course commences

#### **Course Details (CoE)**

Qualification (code and title) \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

Please specify the date when you wish to commence your course:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Provide detailed reasons for requesting to defer (attach additional pages, documents if necessary)

 **You must attach correspondence from Immigration showing that you have informed Immigration of your intention to defer your studies, and any response you receive from Immigration.**

**Submit this form to Student Administration**

## **APPLICATION FOR LEAVE FROM STUDIES**

Students may apply to defer their enrolment in a course before the course commences

### **Course Details (CoE)**

Qualification (code and title) \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

Please specify the date when you wish to cease your studies:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please specify the date when you wish to recommence your studies:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

- ☐ You must attach correspondence from Immigration showing that you have informed Immigration of your intention to request leave from your studies, and any response you receive from Immigration.
- ☐ I understand that should my request be refused, that I may access Agriculture Education Institute of Australia's Internal Appeals Process, and that I must do this within 20 working days of being notified of the decision.

Provide detailed reasons for requesting leave from your studies *(attach additional pages, documents if necessary)*



*You must attach correspondence from Immigration showing that you have informed Immigration of your intention to defer your studies, and any response you receive from Immigration.*

**Submit this form to Student Administration**

## STUDENT DECLARATION

I declare that all of the information that I have provided in support of my application is true and correct.

I declare that any documents that I have provided in support of my application are authentic.

I understand that deferring my enrolment on any grounds may affect my student visa.

I understand that should my request be refused, that I may access Agriculture Education Institute of Australia's Internal Complaints and Appeals Process, and that I must do this within 20 working days of being notified of the decision.

I understand that if I am found to be acting dishonestly, then my enrolment with Agriculture Education Institute of Australia may be cancelled.

Student Name (*print name*) \_\_\_\_\_

Student Signature (*signature*) \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

☐ Deferment of course approved      Revised Course Start Date: \_\_\_\_\_ Revised Course End Date: \_\_\_\_\_

☐ Student has been notified in writing

☐ Student has provided evidence of contacting Immigration

☐ Deferment of course not approved (please provide reasons for the decision below)

☐ Student has access Agriculture Education Institute of Australia's Internal Appeals process, and decision upheld

☐ Leave from studies approved      Course Leave Start Date: \_\_\_\_\_ Course Leave End Date: \_\_\_\_\_

☐ Student has been notified in writing

☐ Student has provided evidence of contacting Immigration

☐ Student's trainer(s) notified

CEO (*print name*) \_\_\_\_\_

CEO (*Signature*) \_\_\_\_\_

SSCM (*print name*) \_\_\_\_\_

SSCM (*Signature*) \_\_\_\_\_

Database and Administrative Assistant (*print name*) \_\_\_\_\_

Database and Administrative Assistant (*Signature*) \_\_\_\_\_

Date: \_\_\_\_\_

### Notes