

# Application for Deferral



This form is to be completed if you are requesting for a deferral from a course. This is to be submitted to the head of campus and is subject to approval.

*Deferment is only available to academically successful students, not those that are not meeting attendance or course assessment requirements. Student must have a verifiable and significant medical condition that precludes them from attending class. The College could, in exceptional circumstances, consider other reasons to grant deferment.*

## Personal Details

"Date of application"	
Name of student	
Campus enrolled	
Phone	Email

## Deferral information

When do you intend to return to study <i>You can list 'from' a specific date or 'next available'</i>	
Are your fees paid / or up-to-date? <i>If unsure answer NO</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Terms of deferral

*Please refer to Q Academy's deferral policy listed in the student handbook; this is available for download from the website*

Please read each term of deferment and tick against them	Please tick
The maximum deferment period is six (6) months from the "date of application".	<input type="checkbox"/>
If the student does not return to the course within 6 months from the course deferment date, the student is deemed to have 'abandoned the course' and forfeits the total course fee.	<input type="checkbox"/>
When returning to study the student must either restart at the point of departure, or in the first lesson of the respective module. Placement is subject to availability.	<input type="checkbox"/>
The student will be required to reuse any materials originally provided – Workbooks & student shirts, oil and bottles. <i>If the course material has been updated, new course material can be purchased at listed cost.</i>	<input type="checkbox"/>

## Supporting Documents

Medical Report	<input type="checkbox"/>
Other, please specify Attach any relevant documents	

## DECLARATION

*I declare that to the best of my knowledge, the information supplied on this form is all true and correct.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only			
Received by		Date	/ /
Document sighted and attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### Office Use only

Date	Notes
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