

Deferral / Suspension Application Form

Deferral is when a prospective student delays the commencement date of their study. Deferral cannot be applied for or approved once studies have commenced.	Suspension is when a student wish to suspend their studies due to compelling reasons.	
STUDENT DETAILS		
Family name:	Given name:	
Student ID:	Date of Birth:	
Student email address:	Mobile/Phone:	
DEFERRAL DETAILS		
<input type="checkbox"/> BSB50820 Diploma of Project Management	From:	To:
<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	From:	To:
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	From:	To:
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care	From:	To:
<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care	From:	To:
SUSPENSION DETAILS		
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)		
<input type="checkbox"/> BSB50820 Diploma of Project Management	<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care	<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care	
Commence Course:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, date of last class attendance:
Suspension Start date:	Suspension Finish date:	Total days/weeks/months:
REASONS FOR DEFERRAL / SUSPENSION		
<input type="checkbox"/> Course cancelled or rescheduled by AIPT	<input type="checkbox"/> Natural disaster	
<input type="checkbox"/> Refused student visa	<input type="checkbox"/> Traumatic experience	
<input type="checkbox"/> Medical reasons or illness	<input type="checkbox"/> Major political upheaval	
<input type="checkbox"/> Family/Personal/Financial reasons	<input type="checkbox"/> Non-payment of tuition fees	
<input type="checkbox"/> Death of a close family member	<input type="checkbox"/> Misbehaviour by the student	
<input type="checkbox"/> Breach of course progress or attendance requirements	<input type="checkbox"/> Others. Please specify:	
STUDENT DECLARATION		
<input type="checkbox"/> I have read and fully understand AIPT Deferral, Suspension, and Cancellation Policy. I understand that completing this form does not guarantee a deferral/suspension from studies.		
<input type="checkbox"/> I understand that I can complete an internal appeal process in accordance with AIPT Complaint and Appeal policy available on the Institute website: https://www.theaipt.edu.au		
<input type="checkbox"/> I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay the processing time of the application. I understand that the course delivery, timetable, training plan & duration may be affected & the flexibility of the timetable may not be available. I also accept the deferral fee of \$250 will be incurred if I fail to commence the course after the start of the program as stated on the Letter of Offer.		
<input type="checkbox"/> I understand that taking a suspension during studies does not alter or affect the payment plan signed, regardless of whether the duration of the course has been changed.		
You need to provide evidence/documentation to support your request. Otherwise, your application may be refused.		
<i>If approved, AIPT will report your deferral to the Department of Home Affairs, which may affect your visa status. If you require more information as to how this action may affect your visa status, contact the Department of Home Affairs.</i>		
Student Signature:	Date:	
FOR OFFICE USE ONLY		
Date of Submission:	Staff name:	Staff signature:
Required evidence attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Deferral fee \$250 paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Application approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	Signature: Date:
Further Comments:		