COURSE DEFERRAL FORM

National Code Standard 2 and 13

PURPOSE

Deferral is **only** available to students who have been issued Confirmation of Enrolment (CoE), have **not** commenced their course and wish to start at a later date.

FEES

☐ 1st deferral request = NO CHARGE

☐ 2nd deferral request = admin fee of $30.00 *per CoE* applies

☐ 3rd and **FINAL** deferral request = admin fee of $30.00 *per CoE* applies

STUDENT DETAILS

FAMILY NAME		FIRST NAME	
STUDENT NUMBER		MOBILE NUMBER	
ADDRESS			
EMAIL			

CURRENT ENROLLED COURSE

COURSE NAME	
PROPOSED DEFERRAL DATE 1 (Please refer to Qii's intake dates)	D D / M M / Y Y Y Y
PROPOSED DEFERRAL DATE 2 (offshore student/s only)	D D / M M / Y Y Y Y

Please note an offshore student is required to proposed a second start date.
1. Qii will automatically defer the course to start on the second proposed date if a student visa is not granted within a week of the course commencement date.
2. Qii reserves the right to nominate a deferral date in accord to Qii's intake date/s, if a student does not propose a second deferral date.

DETAILS: (Please provide details of why you wish to defer your course. Attach extra sheets & relevant documentation or evidence)

TERMS, CONDITIONS AND DECLARATION

By signing this form, I agree and understand that:
1. My request to defer my studies may be approved by Qii on grounds of compassionate or compelling circumstances.
2. Any deferment of my studies may affect my student visa.
3. This application may require up to 7 working days to be processed.
4. I can only request to defer my course **three times**. I understand that admin fees may apply and must be paid in full in order for Qii to process my request.
5. If I have enrolled in more than one course, and the courses are overlapping after a deferral, Qii reserves the right to defer the subsequent course/s.

I understand and have accepted all terms and conditions as stated above and in the Course Deferral and Suspension Policy on Qii's website (**http://www.qii.qld.edu.au/student-services/Forms-Policies.html**).

STUDENT'S SIGNATURE*

DATE

D D / M M / Y Y Y Y

* If student is under 18, this agreement must be signed by the student's parent or legal guardian.

VERSION CONTROL

VERSION: 2.2	DATE APPROVED: 08/05/2017	APPROVED BY: Jasmine Haynes	POSITION: Compliance & BD Manager

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