**Deferment Request Form**

**Student Details**

 First Name: Last Name:

 Address:

 Phone: Mobile:

 Email: Date of Request:

**Qualification you are requesting deferral from:**

* General English
* Certificate IV in Marketing and Communication
* Diploma of Marketing and Communication
* Advance Diploma of Marketing and Communication
* Diploma of Project Management
* Advance Diploma of Program Management

**Reason for deferment:**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

Your intended last day of study before deferment of studies:

Your intended return to study date: Term Year

Supporting Documentation Attached: Yes No

**Course Fees**

Your position at the Australian Prime Education & Training is secured by payment of your course fees.

Your course fees for your first term back after your deferment are due on:

Signature: Date:

**Deferral fee**

Upon request of deferral application, fees for re-issuing the e-COE apply.

**Amount: AUD$100.00 per COE**

**Complete and hand deferment request form to the reception.**

|  |
| --- |
|  **Office Use** |
|  Deferral Approved: Yes No  **Deferral Dates** From: Date Term/Year  Returning: Term **Course Fees**Transfer of course fees: Yes No Amount to be credited into returning term: Tuition Fees: New Due Date:   **Deferral Fee**  Deferral application fees paid: Yes No Student informed of outcome: Yes NoStudent informed of due fees: Yes NoStudent informed of revised Study Timetable: Yes NoDate student informed: / / \_ Method: Staff Signature Date: Manager Signature Date:  |