**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:**

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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.**

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| **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 No  Student informed of due fees: Yes No  Student informed of revised Study Timetable: Yes No  Date student informed: / / \_ Method:  Staff Signature Date:  Manager Signature Date: |