

DEFERMENT REQUEST FORM

This form is to be used by students who have received a CoE from Sydney Institute of Higher Education (SIHE) and wish to request to defer or change their course of study.

STUDENT DETAILS

Student Full Name :

SIHE Offer No. or :
Student ID No.

Date of Birth :

Telephone No. : Email :

Are You Requesting to? Change your program (please complete section A) Defer your study date (please complete section B)

SECTION A: CHANGE OF PROGRAM

Current Program : Requested Program :

Reason for change of program

Where you are requesting a change of program and you have not yet commenced your studies, you are required to submit a new Genuine Temporary Entrant (GTE) form. Download the GTE form at sydneyinstitute.edu.au/forms

SECTION B: DEFER STUDY DATE

Program Name :

Course Start Date : Feb/Mar Jun/Jul Oct/Nov Year

** Please confirm the course start date listed on your COE*

Requested Intake : Feb/Mar Jun/Jul Oct/Nov Year

Reason (please select one of the following options)

- A Visa Delay D Military service
- B Still studying ELICOS E Other Compassionate or Compelling Reasons
- C Medical reasons

Please provide further details for the reason why you wish to defer your course of study

Please attach the relevant documents to support your request to defer your study date. Your application will be rejected if it does not include any attachments of supporting documents.

- A Acknowledgement of visa application clearly showing the date of application
- B CoE from ELICOS provider
- C Medical certificate stating degree of impact and period you are unfit for study
- D Evidence of military service recruitment
- E Other supporting documents (such as police report, death certificate, marriage certificate, statutory declaration, return travel itinerary)

STUDENT DECLARATION

IMPORTANT: The process of deferring or changing your enrolment may affect your student visa and your overseas student health cover (OSHC). If you have any inquiries, you should visit the DHA website www.homeaffairs.gov.au or call the DHA helpline on 131 881 or contact your local DHA office for advice and contact your OSHC provider.

I declare and agree that:

- the information supplied on this form and the information attached in support of my request is true and correct;
- this request is subject to SIHE's approval. If approved, a new Letter of Offer and Student Agreement (the Agreement) will be issued and I must sign and return the Agreement before a revised CoE is issued;
- I have personally signed this form;
- SIHE can directly debit \$150 for the CoE revision charge from my initial deposit;
- I may be contacted by SIHE staff in order to clarify any aspect of this application;
- SIHE may vary or cancel any decision it has made if the information I have given is incorrect or incomplete;
- the decision to grant my deferral of enrolment may affect my Student Visa;
- SIHE may obtain official student records from any educational institution necessary to make an informed decision about this application;
- where my application to defer my enrolment is for period more than 28 days, I may be required to return to my home country unless approved by the Department of Home Affairs (DHA);
- I am responsible for contacting DHA to clarify my visa status.

Student's Signature

Date

SUBMIT YOUR APPLICATION

Please submit the completed Deferment Request Form together with all supporting documents by email to enrol@sydneyinstitute.edu.au. Applications will normally be processed within three (3) working days. However, actual times may vary during peak periods. Incomplete applications will not be processed until supporting documents are verified.

SIHE OFFICE USE ONLY

Approved by

Date

Outcome

Approved

Rejected

Reason