

This form is to be completed by a student seeking to defer commencement of their course at Adelaide Institute of Higher Education (AIHE). Before deferring commencement of your course, you are advised to consider your options carefully. Please refer to the relevant procedure document for instructions. Domestic students should refer to Section 8 of the Enrolment and Withdrawal Procedure, International students should refer to Section 4 of the International Students Procedure. Both documents are accessible from the Academic Policies and Procedure section on [AIHE's Policy and Procedure Directory](#).

For international students, if a request for deferment is approved, they will need to apply for a new Confirmation of Enrolment (CoE) as deferment will result in cancellation of the existing CoE. A student will not be able to enter Australia without an active CoE.

You must submit the Deferment of a Course Form **prior to the last day to enrol date** of the commencing Study Period. Refer to AIHE website for details on the relevant Academic Calendar at <http://aihe.sa.edu.au/future-students/important-dates-and-timetables>.

An AIHE student may apply for a deferment for a period of up to twelve (12) months, except where there are course specific requirements.

## 1. Student Details

<b>Family name</b>		<b>First name</b>	
<b>AIHE Student ID</b>		<b>Course</b>	

## 2. Course Details

2.1. Course Name:

Course Code:

2.2. Current Proposed Intake:

Year:	<input type="checkbox"/> Study Period 1	<input type="checkbox"/> Study Period 2	<input type="checkbox"/> Study Period 3
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## 2.3. Deferment of a Course

I hereby give notice to AIHE that I wish to defer commencement of the above-mentioned course.

If you are enrolled in subjects, please complete the section below to withdraw from all subjects.

## 2.4. Withdrawal from Subjects – complete this section if you are currently enrolled in any subjects

I hereby give notice to AIHE that I wish to withdraw from the following subject/s in which I am currently enrolled in.

Subject Code	Subject Title

## 2.5. Reason for Seeking Deferment

I hereby give notice to AIHE that I am seeking deferment from my course for the following reason/s:

## 3. Student Declaration

I wish to defer my offer so that I can start/resume my study in AIHE from:

- Study Period:      Year:      OR  
 Study Period Year:      OR       Study Period Year:      :

and I am not enrolled in any subjects at AIHE during the deferment period.

- By deferring the course, I will be issued a new Offer Letter that might have updated terms and conditions.  
 I have read and understand the details of the Schedule of Fees, Fees and Refunds Policy, and Course Enrolment and Withdrawal Policy and Procedure at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

I understand and accept that:

- At the end of the period of deferment I am required to enrol in the course.  
 I am subject to the policies, fee rates and other arrangements in place at the time I first enrol in my course, i.e. after the period of deferment.  
 I may forfeit my place in their course if I fail to enrol by the due date following an approved period of deferment.  
 The course fees will be held without penalty for 12 months only.  
 If I subsequently withdraw after the deferment period, the fees refunded will be calculated from the date of receipt of my request for deferral in relation to the original commencement date. This includes any non-refundable fees and charges.

**Student's Name:**

**Student's Signature:**

**Date:**



OFFICE USE ONLY – AIHE Student and Academic Services		
Received by:		Comment/s:
Date received:		
Domestic or International Student		
International Student transfer		
Student Counselling on options		
HoS advised:		
SIS updated:		