



International students cannot defer using this form. International students seeking to defer must approach Swinburne International.

Please tick one box:

Deferral – is where a student has been offered a place in the course and wishes to defer commencement.

Leave of Absence – is where a student has already enrolled but now wishes to take some time off, due to special circumstances (ie illness, bereavement), and to recommence at a later time.

Department Name _____ Campus _____

PERSONAL AND PROGRAM DETAILS

Student Name _____

Student ID /Application No _____

Address _____

Telephone Number _____ Mobile Phone Number _____

E-mail address _____

Course Code _____ Course Title _____

Are you enrolled in the course?

Yes

No

If you have enrolled in a course, have you attended any classes?

Yes

No

Have you completed any modules/competencies?

Yes

No

Please state reasons for Deferral/Leave of Absence: _____

Agreed date to return to the course: Semester _____

Year

INTERNATIONAL STUDENTS

International students studying on-campus are required to have this form signed by an International Student Advisor at Swinburne International before submitting it to their Faculty office.

International students holding a student or AusAID visa are only permitted to take a leave of absence in compassionate or compelling circumstances.

International Student Advisor Name _____ Signature _____ Date ____/____/____

Comments: _____

Refunds to on-campus international students are governed by the International Student Enrolment and Tuition Fee Policy which is located at <http://ppd.swin.edu.au/stuinf/InternationalStudentEnrolmentAndTuitionFeePolicy.htm>. Please note that if you are an on-campus international student holding a student or AusAID visa, DIAC will be advised of your leave of absence.

DECLARATION

Please read carefully and sign this declaration

I understand that:

- a place can only be held for me as long as the course/competencies are still being offered under Swinburne's scope of registration and available at the time of recommencement.
- given the sequencing of delivery of competencies/modules, recommencement date will be determined by the teaching department
- it is my responsibility to inform the teaching department of my intention to return to the course at least 2 months prior to my recommencement. If I fail to do so, the teaching department is not obliged to reactivate my enrolment.
- if I do not reactivate my enrolment in the time specified and have not made other arrangements with the teaching department, I understand that my offer/enrolment will be revoked and I will need to re-apply for the course.

Student Signature

Date / /

OFFICE USE ONLY

Deferral/LOA approved by _____ Manager of Teaching Dept

Date of Approval _____ / _____ / _____

Date by which student needs to re-activate enrolment _____ / _____ / _____

One copy of this form should be given to the student, one retained by Teaching Department and the original sent to TAFE Student Administration Unit.