

Application to Defer Enrolment/Study Period

Note:

- No request will be processed until this form is fully completed.
- No request will be processed if there are overdue fee.
- You will notified of the outcome within 7 working days.

Section 1: Personal Details

FAMILY NAME:	STUDENT ID:
GIVEN NAME:	DATE OF BIRTH: / /
POSTAL ADDRESS:	
SUBURB:	POSTCODE:
COURSE NAME:	

Section 2: Request Details

<input type="checkbox"/> Defer of Commencement of Course	<input type="checkbox"/> Defer of Study Period (Term)
Reason for Request:	
<input type="checkbox"/> A Change in family/work commitments <input type="checkbox"/> Illness or temporary impairments/conditions <input type="checkbox"/> Other – Please specify below:	
<input type="checkbox"/> I have attached Supporting Documents of my request with this application.	
<input type="checkbox"/> I wish to commence my studies in intake _____, 20_____.	

Section 3: Student Declaration

<p>I, _____ (Applicant) hereby declare that the information contained in this application is true. I have read, understood and agree with the terms and condition (on the back side) for the process to defer Enrolment/Study Period. The choice to change the course/intake/campus is mine, I understand that AHMI will issue me a new CoE(s) and there may be associated fees which I agree to pay.</p> <p>Signature: _____ Date: _____</p>

Section 4: Office Use Only

Assessing Staff Name:	Associated Fees (if any):
Comments:	
Staff Signature:	Date:
Application Outcome: Approved <input type="checkbox"/> Decline <input type="checkbox"/>	Student advised by: Email <input type="checkbox"/> Phone <input type="checkbox"/>
Update PRISMS: Yes <input type="checkbox"/> No <input type="checkbox"/>	Update LMS: Yes <input type="checkbox"/> No <input type="checkbox"/>
AHMI Sydney Campus: 87 Fennell Street, North Parramatta, NSW 2151 Phone: +61 2 9687 3323 Email: sso@ahmi.edu.au	

Defer – Terms and Conditions

- Defer is a study option that allows current students to temporarily pause their studies or commence and are required to return within a 10-week period from the date the Application to Defer Enrolment/Study Period is approved.
- AHMI will take action to cancel the CoE(s) if the student does return to studies after the defer period is over.
- Students are required to pay associated fees, if the defer is approved.
- An enrolment will be closed for the period of defer, which means the student is not considered active/enrolled during the period.
- During the Defer period, AHMI has the right to contact the student due to any reason

The defer application will not be approved where:

- Future class scheduling or resourcing is not available within the required timeframe
- Student has outstanding fees/instalments at the time the defer application is received
- A student has not satisfactorily demonstrated engagement and progression through their training, including submission of assignments or
- If the Defer period is more than 10 weeks
- The reason for defer is not valid
- If the information is not truthful