

APPLICATION FOR HIGHER EDUCATION DEFERMENT

For delaying the commencement of a higher education course.
Domestic students only.
 Student to complete sections A-D.

Student ID Number:

A. Student details

Last name:

First name:

Change of address details during deferment period, can be made by accessing my.holmesglen.edu.au and logging onto your Student Account.

B. Course details

Course title:

Course code:

Campus:

C. Details of deferment

Deferment start date:

Return date:

Maximum period of deferment is two (2) semesters.

Applications for a longer period of deferment due to exceptional circumstances shall be assessed by the Teaching Department on a case-by-case basis.

D. Student's declaration

- I declare that the information supplied on this form and the information given in support of this application is correct and complete.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the assessing of my application.
- I have read, understood and consent to Holmesglen's Terms and Conditions of Enrolment and the Fee Payment and Refund procedure.

Student signature:

Date:

Forward application to Teaching Department for processing.

E. Teaching Department Course Leader to complete

Accept application

Reject application

Course leader name:

Signature:

Date:

Comments:

Scan into Banner Document Management system (BDM) and route to the Info Office.

F. Information Office to complete

Student notified

Processed by (name):

Signature:

Date:

Terms and Conditions

For domestic students only
(International students contact International Centre)

This form is for domestic students who receive a formal offer from Holmesglen for a place in a higher education course and want to defer the commencement of the course for up to two semesters (12 months).

Once the deferment application is approved, the student will be guaranteed a place in the course within the next study period or year, as applicable, provided the course is available to commencing students in the relevant study period.

Deferment conditions:

- Applications must be lodged with the Teaching Department prior to the specified enrolment date of the commencing semester. Late applications may be considered, subject to the approval of the Course Leader, up until the census date of the initial semester.
- The maximum duration of a deferment is two semesters (12 months). Longer periods of deferment due to exceptional circumstances will be assessed by the Teaching Department on a case-by-case basis.
- Deferment will only be granted for the course in which the applicant has received a formal offer of place.
- If the student defers the offer for a Holmesglen higher education course and enrolls in another higher education course at Holmesglen, they will relinquish their deferred place upon commencing study of the latter course.
- Deferments for Commonwealth Supported Places may be limited.

Deferment process:

- Holmesglen will notify the student in writing of the outcome of the deferred application and send a new offer one month prior to the expiry of the approved deferment period with details on how to accept the offer.
- The deferment will lapse if the new offer is not accepted or the enrolment requirements are not completed by the specified date. If the deferment lapses, the student must reapply for admission at the appropriate time. If the student applies for a different course at Holmesglen, re-application in accordance with standard admission application procedures will be required.
- Students can update their address details during the period of deferment, by accessing my.holmesglen.edu.au and logging onto their Student Account.