

### APPLICATION TO DEFER OR TRANSFER

This form is to be completed if you are requesting a deferral to another intake or transfer to another class.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I wish to DEFER to another intake (that is, a class that has not yet commenced)
- I wish to TRANSFER to another class (that is, another class that is currently in progress)

Note:

Vet Fee Help students can only apply to defer or transfer after the Census date. If you wish to defer or transfer prior to the Census date you need to complete an Application to Withdraw. You will need to re-apply to commence in a different intake. Full Fee paying students can apply to defer or transfer prior to Census date.

#### Current course:

Course: \_\_\_\_\_ Intake \_\_\_\_\_

#### Deferring or transferring to:

Course: \_\_\_\_\_ Intake \_\_\_\_\_

#### How are you paying your course tuition fees?

- I am a full-fee paying Diploma student
- I am a full-fee paying Certificate 111 student
- I pay by instalments and agree to review my current payment plan if deferment is approved, as per the conditions of my Instalment Agreement
- I have applied for a VET Fee-Help loan (Diploma students only)

#### VET Fee-help applicants only (Diploma students only)

You cannot transfer or defer your VET Fee-Help/VET Student Loans debt to another course however, you are eligible to defer to the same course of study at a later intake if you DEFER IN FULL. This means you must defer the whole course and re-apply to take up your deferred position at another intake.

**Supporting documents for your deferral or transfer:**

- Medical certificate
- Counsellor/ Psychologist evaluation
- Letter from your employer
- Police report, court or legal documentation
- Other please specify below

**Special Circumstances:**

The following circumstances have made it impractical for me to complete my course at this intake:

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**Note:** If you have already completed a Special Consideration Application Form and it has been approved you don't need to complete the Special Circumstances section.

**Student Concession Card:**

Transferring students: Student Concession Cards are for full-time Diploma students only so if you are transferring from full-time to part-time studies, please hand in your card.

If your application to defer is approved you **cease to be a student of College of Event Management** for the interim period and you are no longer eligible to use the card. You will be reissued with a new card when you take up your deferred position.

**Documentation:**

- My student concession card is attached
- All relevant documentation is attached

**Important Information:**

- Only one transfer or deferment per student is allowed
- Deferred positions must be reinstated within 12 months of approval (maximum 2 intakes)

Students who have deferred are not automatically enrolled into the next intake. You are required to nominate your preferred intake and attend an interview prior to taking up your deferred position