

## VSL2.4: Application to Defer Enrolment Form

Casey College of Beauty Therapy appreciates that there may be a range of circumstances which cause a Student to Defer from their course of study. Where a Student proceeds to Defer from their course they must notify the college in writing. Written notification may be by completion and return of this Application to Defer Enrolment Form. In all cases the date of Deferral will be the date of the receipt this form.

1. You must speak to a Student Support Manager before submitting this application.
2. If you are under 18 years of age, your parent or guardian (with proof of guardianship) must also sign this form.
3. Approval of this application will only allow you to defer for one semester.
4. You will be notified of the decision in writing via email.

If you have any questions please contact the College on 1300 711 072 or [compliance@caseycollege.vic.edu.au](mailto:compliance@caseycollege.vic.edu.au)

Section 1 – Census Date			
<b>Census date:</b>	(DD/MM/YYYY)		
Section 2 – Personal Details			
<b>Full Name:</b>			
<b>Contact Telephone:</b>		<b>Date:</b>	/ / 21 ____
<b>Email:</b>			
<b>Qualification / Course:</b>	<input type="checkbox"/> SHB50115 Diploma of Beauty Therapy		
<b>Course Type:</b>	Full Time: <input type="checkbox"/>	Part Time: <input type="checkbox"/>	
Section 3 – Reason for Deferral. Please provide a brief explanation why you wish to defer your studies.			
Section 4 – Student Declaration			
<input type="checkbox"/> I understand that the date of Deferral will be the date of receipt of written notice. <input type="checkbox"/> I understand that if I apply to Defer after the census date for the unit of study I will incur a debt and remain liable for tuition fees, and that if I am a Student enrolled under VET Student Loans, I will incur a VETSL debt for the unit of study.			
<b>Student Signature:</b>		<b>Date:</b>	/ /
<b>Guardian Signature (if student under 18):</b>		<b>Date:</b>	/ /
Section 5 – Outcome (to be completed by Casey College of Beauty Therapy administration only)			
By signing below the application for a Deferral has been approved			
<b>Staff Signature:</b>		<b>Date:</b>	/ /