

Form checked, scanned, code (CCD1) entered by ECC staff:

Name: _____ Date: _____

Request received: By student in person

By email

COURSE DEFERRAL

OUTCOME/REPLY : will be emailed within 10 working days from date of receipt of a complete application

Submit your application in person or by email: justask@ecc.edu.au

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
I am under 18 years of age:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	
I have unpaid fees:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, ECC has the right to take legal action if you fail to clear your debt (unpaid fees) once this application is approved	

MY DEFERRAL REQUEST

My course:	
My last day of study at ECC:	
Date I want to return to ECC:	

MY REASON

<input type="checkbox"/>	I am on an International Student VISA, I have evidence supporting my request and I will stay in Australia during my deferral
<input type="checkbox"/>	I am on an International Student VISA, I have evidence supporting my request and I will travel to my home country as soon as this request is approved (or sooner)
<input type="checkbox"/>	I am an Australian citizen or Permanent Resident
<input type="checkbox"/>	Other

MY EVIDENCE and ATTACHMENTS

<input type="checkbox"/>	I attach evidence supporting my request
<input type="checkbox"/>	I attach evidence as to why I cannot return to my home country
<input type="checkbox"/>	I attach evidence supporting my request
<input type="checkbox"/>	I attach evidence showing I will leave Australia within the next 7 to 10 days from this application
<input type="checkbox"/>	I attach evidence supporting my request
<input type="checkbox"/>	I attach details and evidence supporting my deferral request

MY RESPONSIBILITIES (applies to international students only)

By ticking these boxes I declare that I understand my responsibilities.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I must continue to attend class until I have been notified of the outcome of this application and continue to meet my visa obligations and conditions. I have read this link referring to visa conditions and understand how it applies to my visa: www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students |
| <input type="checkbox"/> | This application is subject to Genuine Temporary Entrant assessment, as the original visa was issued by the Department of Home Affairs based on the original course of study. |
| <input type="checkbox"/> | It is my responsibility to update the Department of Home Affairs (www.homeaffairs.gov.au) and check how long I can stay in Australia from my last day of study. |

I need to meet only one of the conditions below:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | If I intend to travel to my home country, I must leave Australia within 7 to 10 days from receiving conditional approval of this request. Failing to leave Australia will result in the conditional approval being withdrawn and I will need to submit a new application for review by ECC. |
| <input type="checkbox"/> | If I intend to stay in Australia, I need to attach evidence as to why I cannot return to my home country. |

MY RESPONSIBILITIES (applies to international and local students)

By ticking these boxes I declare that I understand my responsibilities.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application. |
| <input type="checkbox"/> | I attach evidence to support my request (Medical Certificate, letter from my family, death certificate, financial evidence, recommendation by an ECC representative, etc.). |
| <input type="checkbox"/> | Deferring my studies can affect my principal/next course start date and I have discussed this with an ECC representative. |
| <input type="checkbox"/> | If I have outstanding fees, I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take legal action to recoup the debt owing. |
| <input type="checkbox"/> | On my return a difference in course cost may apply, and I will pay the difference if there are insufficient funds in my account. |
| <input type="checkbox"/> | I will need to pay the required amount as stated on revised Offer Letter, to be able to re-enrol in my studies at ECC. |
| <input type="checkbox"/> | (my request is BEFORE Friday of Week 4): I understand my current unit selection will be cancelled, and these units will NOT appear on my academic records. |
| <input type="checkbox"/> | (my request is AFTER Friday of Week 4): I understand I am not entitled to a refund for the units I am currently registered in. |
| <input type="checkbox"/> | (my request is AFTER Friday of Week 4 and BEFORE Friday of Week 10): I understand my current units will appear on my academic records with a grade of withdrawn, and they will NOT impact my academic status. |
| <input type="checkbox"/> | (my request is AFTER Friday of Week 10): I understand my current units will appear on my academic records with a grade of fail, and they will impact my academic status. |
| <input type="checkbox"/> | I have read the following policies (www.edithcowancollege.edu.au/policies): <ul style="list-style-type: none">• Enrolment Policy• Refunds Policy• FEE-HELP Review Procedure (students on FEE-HELP only)• Tuition Fees and Charges Policy• Statement of Tuition Assurance |

MY RIGHTS

I'm entitled to a reply/outcome within 10 working days from the date of submitting a complete application.

If my application is unsuccessful, the avenue of pursuing a Student Appeal is available to me, as per ECC's Student Appeals Policy and Student Appeals Procedure (<https://www.edithcowancollege.edu.au/policies>).



Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.gov.au
- Overseas Students Ombudsman publications: www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

ECC contact details:

- ECC Student and Academic Services email: justask@ecc.edu.au
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	Date:	DD / MM / YYYY