

PAX
INSTITUTE OF EDUCATION
RTO No. 22207 CRICOS No. 03152D

INFORMATION TO NOTE :

- 1) Deferment will be approved only under compassionate and compelling circumstances.
- 2) Students must submit the evidence of compassionate and compelling circumstances together with this request form to support the claim.
- 3) If the student goes overseas or is returning to their home country during this time, confirmed air ticket should also be submitted with this request form.
- 4) Deferment may affect the course end date and future course(s) commencement date(s). This may lead you to apply for an extension of student visa to complete the course(s).
- 5) The units that you will miss during deferment are subject to availability. PAX may or may not be able to offer these units upon your return and you may need to make other arrangements to complete them.
- 6) Please contact the Course Coordinator upon return to make arrangements for any missed units during deferment period.
- 7) You must complete the **Course Resumption Form** upon return to resume classes.
- 8) As per the Deferment Policy, there will be a deferment fee of \$300.00 payable should you wish to proceed.

Student Name			
Student ID		Date of birth	
Current Course Name			
Course Start Date		Course End Date	
New intended intake/commencement date			
Reason for request			
Student Signature		Date of request	

What evidence provided? (list)			
Is the Deferment Approved?	Yes / No	Approved By with date	
Deferment refused email sent to student?	Yes / No / NA	Refused by with date	
Deferment Start Date		Deferment End date	
The CoE is not revised and the student has been given Catch up/special timetable or classes to complete the missed units : Yes / No/NA			
The CoE(s) have been revised : CoE Number _____ Date : _____ CoE Number _____ Date : _____			
Processing Staff Signature		WISNET Updated Date	
Is the outcome communicated to the student by email with CoE ?	YES / NO	Date of communication	