



## Request for Deferment/Suspension, Course Extension and Change of Course

Students are to complete this form when applying to **defer/suspend, change of intake or extend their enrolment (GO TO PART A)** or **internally change between courses at Stanford College Australia (GO TO PART B)**. Students are to access the Stanford College Australia Deferral, Suspension policy and procedure prior to submitting this form. This form should be submitted to [admin@stanford.edu.au](mailto:admin@stanford.edu.au) or handed in at reception.

### 1. PLEASE SELECT A REQUEST:

- ☐ Deferment/suspension, and Course extension, please go to **PART A**.
- ☐ Change course, please go to **PART B**.

### 2. PERSONAL DETAILS

Student ID:		Date of Birth:	
Family Name:		Given Name:	
Mobile:		Email:	

#### PART A: DEFERMENT/SUSPENSION AND EXTENSION REQUEST

Please fill this section for deferment/suspension and course extension requests. For international students, please note that once your request is approved, you will be issued a new eCoE according to your enrolment change. No new letter of offer will be issued.

Have you commenced the course? ☐ Yes ☐ No

Please select the course you request to change:

Tick	Course Code	Course name
<input type="checkbox"/>	FNS40222	Certificate IV in Accounting and Bookkeeping
<input type="checkbox"/>	FNS50222	Diploma of Accounting
<input type="checkbox"/>	FNS60222	Advanced Diploma of Accounting
<input type="checkbox"/>	BSB50120	Diploma of Business
<input type="checkbox"/>	BSB60120	Advanced Diploma of Business
<input type="checkbox"/>	ICT50220	Diploma of Information Technology
<input type="checkbox"/>	ICT60220	Advanced Diploma of Information Technology

Please tick a request:

<input type="checkbox"/> Deferment or intake change	New start date	
<input type="checkbox"/> Suspension	Start date	Finish date
<input type="checkbox"/> Course Extension	Start date	Finish date

Please tick the reason/s for your request:

- ☐ Student Visa refusal ☐ Misbehaviors by the student



- |   |   |
|---|---|
| <input type="checkbox"/> Failure to meet the entry requirement<br><input type="checkbox"/> Death of a close family member<br><input type="checkbox"/> Major political upheaval<br><input type="checkbox"/> Natural disaster<br><input type="checkbox"/> Course cancelled or rescheduled by SCA (provider default) | <input type="checkbox"/> Breach of course progress requirements<br><input type="checkbox"/> Medical Reason/s<br><input type="checkbox"/> Non-payment of tuition fees<br><input type="checkbox"/> Family/Personal/Financial Reasons<br><input type="checkbox"/> SCA was unable to offer a pre-requisite unit |
|---|---|

### PART B: CHANGE OF COURSE REQUEST

Please fill this section for a course change request. For international students, please note that we will issue a new letter of offer for your new courses and once you have accepted the offer, new eCoE/s will be issued. The eCoE/s for the course you intend to replace will be cancelled.

**Have you commenced the course?**     ☐ Yes     ☐ No

**Please tick the course you are enrolled in/the course to be replaced**

**Tick the course you want to enrol**

Tick	Course Code	Course name	Tick	Course Code	Course name	Preferred intake date
	FNS40222	Certificate IV in Accounting and Bookkeeping		FNS40222	Certificate IV in Accounting and Bookkeeping	
	FNS50222	Diploma of Accounting		FNS50222	Diploma of Accounting	
	FNS60222	Advanced Diploma of Accounting		FNS60222	Advanced Diploma of Accounting	
	BSB50120	Diploma of Business		BSB50120	Diploma of Business	
	BSB60120	Advanced Diploma of Business		BSB60120	Advanced Diploma of Business	
	ICT50220	Diploma of Information Technology		ICT50220	Diploma of Information Technology	
	ICT60220	Advanced Diploma of Information Technology		ICT60220	Advanced Diploma of Information Technology	

**Reason/s for the course/s change:**

Under National Code 2018 Standard 8, Stanford College Australia may extend the duration of the student's course only in the following circumstances:

- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend the class) and a deferment or suspension of study has been granted; or
- In compassionate circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required), a deferment or suspension of study has been granted.
- Where the Institute is unable to offer a key or prerequisite unit at the time it is required, and a deferment or suspension of study has been granted.
- Where the Institute is implementing an intervention strategy for students at risk of not making satisfactory course progress.
- Where the Institute has approved the deferral of commencement of studies or the suspension of study.
- When students are transitioned to new training packages, the transition and teach-out periods result in an extension of course duration.

**NB:** Any extension granted to the original period of study must be reported via PRISMS and if necessary, a new CoE will be issued within 31 days of the student's request. Any request to extend the course duration that is made more than 2 months after the course



end date has passed will be refused and treated as a new application for enrolment. Due to students being expected to complete the course within the duration specified in their CoE, any extension of the course after the course end date will incur a fee of \$250 per week.

For the course package, if the duration of the first course is extended, the start dates and end dates of subsequence courses are subject to change accordingly.

### 3. STUDENT DECLARATION

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I have read and fully understand SCA Deferral, Suspension and Cancellation Policy.
- I authorise Stanford College Australia to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the assessment of my application or a withdrawal of the offer of a place.
- I understand that the course delivery, timetable, training plan & duration may be affected & the flexibility of the timetable may not be available. I also accept that amending or changing Confirmation of Enrolment (CoE) might incur a fee.
- I declare that I have read SCA's student prospectus, and marketing material, and received full information from MEI's before making the decision to change the course enrolment. I agree to abide by the above terms & conditions. The information and documents provided by me are true and correct in all respects.
- I understand that I can complete an internal appeal process in accordance with Stanford College Australia Complaint and Appeal available on the Institute website: [www.mei.edu.au](http://www.mei.edu.au)

Student Signature: \_\_\_\_\_

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

OFFICE USE ONLY							
Application received by	Staff name		Signature		Date		
Finance Check							
Outstanding fees \$	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff name		Signature		Date	
Deferment/Suspension Approval		<input type="checkbox"/> Granted	<input type="checkbox"/> Declined	<input type="checkbox"/> Further information requested			
Extension Approval		<input type="checkbox"/> Granted	<input type="checkbox"/> Declined	<input type="checkbox"/> Further information requested			
Change of Course/s Approval		<input type="checkbox"/> Granted	<input type="checkbox"/> Declined	<input type="checkbox"/> Further information requested			
Reason for decline or details of further information requested:							
Approved by		Staff name		Signature		Date	
Application processed by <i>PRISMS and SMS updated, and the student informed of the outcome of the application</i>		Staff name		Signature		Date	