

#### Section 1: Applicant Details

TAFE SA Student ID number			
Surname/Family name			
Given/First name			
Street Address			
Suburb			
State		Post Code	
Email address			
Telephone	Home		Mobile

**Section 2: Qualification Details** – Note: each Qualification must be considered separately. If you wish to defer multiple qualifications an application will be required for each.

Qualification Name			
Campus Location			
National Code		TAFE SA Code	

#### Section 3: Request Details

DEFERRAL OF OFFER - I have not commenced study and wish to defer my offer.	Duration Requested (up to 12 months)	
--	--------------------------------------	--

**Section 4: Reason for Request** – Provide details of the reason for your request. Attach any evidence or additional pages to support your application.

#### Section 5: Signature of Applicant – I acknowledge that;

- My application for **Deferral of Offer** will be considered based on the information and evidence I have supplied which is a true and accurate statement to the best of my knowledge;
- Course fees, structure, location and delivery methodology may change before I commence my study;
- My application will be considered and if approved will be for a maximum period of 12 months and will be subject to any conditions detailed by TAFE SA;
- At the end of my approved deferment I must commence in my offered qualification. If I fail to commence my studies by the course start date TAFE SA will consider that I have declined my offer.

Applicant Signature		Date	/ /
---------------------	--	------	-----

**Section 6: Submitting your Application** – complete this form and submit in person to local campus support staff or via email to [admissions@tafesa.edu.au](mailto:admissions@tafesa.edu.au) to commence the formal application process .

**TAFE SA USE ONLY**

**Section 7: Education Manager to complete**

Education Manager Name

Consider the following when assessing student application for Deferral of Offer:

Yes or No

- Has the student's qualification been replaced, and will the student need to be counselled regarding transition requirements?
- Has any additional counselling occurred?
- Are there plans to change the delivery location of the course in next 6 – 12 months
- Are there plans to change the delivery mode(s) of the course in the next 6 – 12 months
- Are there plans to change the delivery methodology of the course in the next 6 – 12 months

**Section 8: Approval**

Deferral of Offer Approved (Yes/No)

Semester  1 or  2

Year

Specify any comments and/or conditions to be included in the letter to the student

If approved the student must commence their studies by the following date

/ /

Education Manager Signature

Date

/ /

**Section 9: Education Manager to forward to [admissions@tafesa.edu.au](mailto:admissions@tafesa.edu.au) to coordinate processing**

**Section 10: SEO Support Officer Use Only:**

Deferral of Offer approval Letter sent to student including any conditions and end date identified

/ /

Copy of Deferral of Offer approval letter has been loaded onto BDM

Copy of TAFESIS024 has been loaded onto BDM

Deferral of Offer details entered into SIS – SFAREGS – Curricula

- Leave of Absence Code = 4 - Deferral
- Leave From Date = Enter Date Education Manager (EM) approved (as above)
- Leave To Date = Date approved by (EM) (as above)

/ /