

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)	
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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	/ /
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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 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 <input type="checkbox"/> 1 or <input type="checkbox"/> 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 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	<input type="checkbox"/>	/ /
Copy Put in Student File	<input type="checkbox"/>	/ /
Deferral of Offer details entered into SIS – SFAREGS – Curricula	<input type="checkbox"/>	/ /
<ul style="list-style-type: none"> • 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) 	<input type="checkbox"/>	/ /