

## Deferral application form

We understand that circumstances may arise where you may need to pause your studies for a short period of time.

This is called a deferral – it means that your enrolment remains with the college, however you are free from the fee and study obligations for an agreed period. Generally, a deferral is for a **maximum of 3 months** however longer periods can be agreed where there is evidence to support the need – for example maternity leave.

This mechanism can only be used where there are **compelling circumstances** and students must provide evidence to support their claims.

Please note students must be up to date with all fees to be considered for deferral.

Completed forms should be emailed to [Studentservice@whitehousecollege.edu.au](mailto:Studentservice@whitehousecollege.edu.au)

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Contact email:</b>	
<b>Best contact number (include country code if overseas)</b>	
<i>Name &amp; Contact details of Migration Agent or Immigration lawyer (If applicable)</i>	
<b>Course(s) enrolled in – Include full name and codes</b>	
<b>Course commencement Date</b>	
<b>Requested Start Date for Deferral</b>	
<b>Requested End Date for Deferral</b>	
<b>Total Deferral period requested (Months, Weeks or days)</b>	



## Reason for Deferral

Students should provide as much information as they can about their reasons for requesting a deferral and please attach any supporting evidence for example **health records & reports, details of a change in family circumstance, travel documents, immigration updates any anything else that could be relevant to your application**

Students should be aware that they are required to substantiate and prove any claims that they make in this application and failure to do so may lead to a delay in a decision or a denial of the application.

**Student Administration and Records will endeavour to process your application within 10 working days of your application being received.**

## Declaration

The information I have provided in this application is true and correct to the best of my knowledge and I understand that providing inaccurate or incomplete information will delay my refund application.

- I understand that my course deferral application is subject to the policy and procedure of the College.
- I understand that I may still be liable to pay some of my financial obligations whilst my deferral is being decided.
- I understand that the College may conduct inquiries to relevant people or organizations in relation to my application for course deferral.
- I understand that I am responsible for ensuring that I organise any visa extension required because of a deferral and that I acquire the correct documentation from the college should I travel overseas during this time

**Signed:**

**Dated:**

# Deferral Application Form



WHITEHOUSE  
INTERNATIONAL  
COLLEGE  
RTO 45927 | CRICOS 04067D

02 6190 7902

[www.whitehousecollege.edu.au](http://www.whitehousecollege.edu.au)  
[admin@whitehousecollege.edu.au](mailto:admin@whitehousecollege.edu.au)

Address: 1/150 King Street,  
Newcastle, 2300, NSW

Office use only	
Application processed by	
<b>Decision</b>	Accepted Rejected
<b>Summary of decision:</b>	
Communicated to student on (date)	