

## Deferral Application Form

This form is to be used by currently enrolled and participating students to apply for a deferral of enrolment for VET studies, to be completed and signed by the student and the Head Teacher. Where a deferral of an enrolment is approved by the Head Teacher, students are responsible for resuming their training within the specified time (maximum 12 months).

**Note:** Students in receipt of the Commonwealth Government's Skilling for Recovery Job Trainer fee exemption are eligible to defer their studies up to a maximum period of six months.

- See Terms and Conditions on the back of this form.
- Please return the completed form to your college of enrolment.

For VET Student Loan (VSL) deferrals please use the [\*\*WITHDRAWAL & DEFERRAL APPLICATION FORM for VET Student Loans\*\*](#)

### Section A: Student Details

Family name	First name	
Other name	TAFE NSW Student ID	Date of birth
Contact Number	Email address	

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### Section B: Course Information

Course Name	Course Code
Local Offering (Cal-Occ Code) (office use)	College/Campus

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### Section C: Deferral Information

I wish to apply for a deferral of my enrolment due to:

- a change in family/work commitments
- illness or temporary impairment/condition
- no current access to work placement/workplace assessment or facilities to complete course requirements
- other – please specify.

I have discussed with my Head Teacher or Teacher and plan to resume my training (please indicate):

\*Note 1

On a specified date:

Within the month/year:

**Note 1:** A maximum deferral period of 12-months applies (6 months for Skilling for Recovery, except flood affected North Coast students who have 12 months) including any previous approved deferral periods for the same qualification.

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### Section D: Student Declaration

I have read and understand the Deferral Terms and Conditions, including my responsibility to resume training within the allowable time (maximum of 12 months).

**Student Signature**

**Date**

## Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research. To meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.

## Deferral - Terms and Conditions

- Deferral is a study option that allows students currently enrolled and participating in Smart and Skilled (including NSW Fee Free) Government subsidised training, to temporarily pause their training and return within a 12-month period from the date the signed Deferral Application Form is received. There is a maximum 12-month period which considers and includes any previous deferral periods for the same qualification/enrolment.
- Deferrals under the Commonwealth Government's Skilling for Recovery JobTrainer initiative may be considered where:
  - The request is supported by a medical certificate detailing why the medical condition prohibits training, and
  - The request is for a deferral period of no more than six months, and
  - The student has commenced training prior to seeking deferral.
- Deferrals for full fee-paying students may be considered in special circumstances.
- TAFE NSW will take action to withdraw an enrolment where a student does not return to training in the specified time. TAFE NSW may contact students during the deferral period where determination of study intentions is required.
- A new enrolment for the qualification will be required if the student decides to return to training at a date later than the agreed deferral time. This will include assessment of the student's Fee eligibility status against this new enrolment.
- An enrolment will be closed for the period of deferral, which means an individual is not considered an active/enrolled student during this period.
- A deferred enrolment at TAFE NSW may change your eligibility for benefits and allowances from providers such as Centrelink and Transport for NSW. Students are responsible for notifying Centrelink or other relevant providers of this change in study.
- The Student fee or Concession fee will remain as identified at enrolment, and will not change during the period of deferral.
- Any unit/s attempted/not completed within the enrolled qualification at time of deferral will record a withdrawn (WN) result, and the student fee or fee exemption covers this first attempt at these unit/s. When students return to training after deferment, an additional fee for the second attempt at these Unit/s applies where the result was a NC, except where the student had a Fee Exemption on basis of Disability.
- Students who are in receipt of a VET Student Loan are subject to terms and conditions in relation to Units of Study. These students are to use the **WITHDRAWAL & DEFERRAL APPLICATION FORM for VET Student Loans**
- At the time of deferral, the student fees are to be paid for any fee instalments due.
- Any future-dated fee instalments will not be payable during the deferral period. Payment of remaining fee instalments will recommence upon return to training.
- A deferral application will not be approved where:
  - Future class scheduling or resourcing is not available within the required time,
  - A student has outstanding fees/instalments at the time the deferral application is received,
  - 12-month deferral has previously been used/consumed for the same qualification,
  - The return to study after the deferral will not allow sufficient time for the student to complete the course/qualification requirements before the course/qualification becomes obsolete (that is, within the currency period),
  - A student is enrolled under the Fee-Free Job Trainer initiative, unless deferral is based on medical grounds or is a student affected by the 2022 North Coast flood.
  - A student has not satisfactorily demonstrated engagement and progression through their training, including submission of assessments or tasks in accordance with teacher instruction/notified timeframes.
  - A student has disengaged from training for a period of four (4) weeks or more. When assessing a student's last participation date please note that Semester breaks, and the December/January shut down are **not** regarded as non-attendance. These periods are not to be considered when assessing a student's last participation date.
- A deferral may be approved in exceptional circumstances on a case-by-case basis where the student has disengaged for more than four (4) weeks with approval from the Head Teacher under the following circumstances:
  - The student has had satisfactory participation in the course/program before disengagement.
  - The Head Teacher deems that the return from the deferral period will be adequate to enable the student to complete the course/program successfully.

**NOTE:** Where the student is applying for a deferral due to medical conditions, including where this is supported by a Teacher/Consultant of Disabilities, then the period of disengagement can be extended to eight weeks. Exceptional circumstances can be referred for consideration.

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## Section E: Head Teacher Approval

Deferral application approved in line with Terms and Conditions      Yes      No  
If approved, participation, assessment results, and final outcomes have been finalised to date:      Yes  
If not approved, reason for non-approval.

Head Teacher Name      Head Teacher Signature      Date

Deferral application supported by T/C Disabilities      Yes      No

Teacher Consultant Name      Teacher Consultant Signature      Date

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## Section F: Student Services Use

Outstanding mandatory fees at the time of deferral      No  
Deferral Progress Code applied and WD processed      Yes

Student Services Officer Name      Student Services Officer Signature      Date