

VET FEE-HELP Course Deferral Policy and Application Form

1. Policy objective

This policy allows students to defer the commencement of their course for a period of up to 12 months from the start date who have successfully met the eligibility requirements for their course. Students who have already commenced their course, may take a leave of absence from their course and resume their course at a later date within 12 months of their commencement date.

2. Scope

This policy applies to students enrolled in VFH courses.

3. Requirement

Students must complete and submit the form attached in Annex-1 to the institute.

4. Privacy statement

The information on this form is collected for the purpose of assessing this application. All the questions on this form must be completed in order to process this application. Any incomplete information may lead to an unfavourable outcome of this application. Personal information disclosed on this form may also be disclosed to the relevant personnel for verification of your course progress and other related information. Students have the right to access any personal information that the institute holds about them, subject to relevant legislation. Any students wishing to seek access to their personal information or discuss the storage and collection of their personal information may contact the Administration Manager of their campus or email feehelp@rgit.edu.au

5. Conditions of Deferment

5.1 DEFERRING BEFORE CENSUS DATE:

Students applying for deferment before the census date of their unit of study must restart their course within 12 months of their original start date. **Please note, students deferring before the census date of their course will not incur any debt for their course until after they resume their course and successfully meet the requirements for passing census.**

5.2 DEFERRING AFTER CENSUS DATE:

Students may be eligible to defer their course after they have passed the census date of the unit of study for their course. This means that students can take a leave of absence from their course and resume the course at a later stage. Students applying for deferment after the census date of their respective unit of study must resume the course within 12 months of their original start date. **Students will not incur an additional debt for their course, however, the debt incurred from passing the census date will remain on their record.**

Policy: VFH – Deferment Policy and Application Form	Version: 1.6	Date Created: September 2012
Responsibilities: VFH Administrator	Last Reviewed: July 2015	Next Review: July 2016

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Please note: Students who have passed the census date for their unit of study are not eligible to cancel their enrolment and ask for a remittance of their debt unless they fall under the special circumstances criteria.

Students should complete and submit the 'Application to Remit VET FEE-HELP Debt' form with supporting documents if they believe they are eligible

Deferments cannot be made retrospectively, that is, students cannot apply for deferrals for periods that have already passed.

Please contact VET FEE-HELP Administration for details on feehelp@rgit.edu.au.

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Annex-1

Applicants please complete the following:

Section A: Personal details

Student ID Number: _____

Family Name: _____

Given Names: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Email: _____

Contact Number: _____

Section B: Course details

Course Title: _____

Course Code: _____

Campus: _____

Section C: Details of deferment

Deferment Start: _____ Deferment End: _____

Section D: Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I authorise the College to obtain official student records 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 result in a delay in the assessment of my application or a withdrawal of the offer of a place.

Signed: _____

Date: _____

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Office Use only

Tracking Number

Student ID Number

Campus Stamp

Accepted

Comments: _____

Declined

Comments: _____

Student Advised by (please circle): 1. E-mail 2. Fax 3. Postage mail

- Notes entered into RTO Manager
- Form Scanned and uploaded to RTO Manager

Details: _____

Processed by: _____

Signature: _____