

Deferral/Leave of Absence Form



Send the completed Form to:
Student Services Office
info@aiat.edu.au OR
AIAT, Level 9, 50 Grenfell Street
Adelaide, 5000 South Australia

This form is to be used when making an application to defer your enrolment into a course with us. You may defer your studies for up to 12 months. You must provide evidence of compassionate or compelling circumstances to defer your studies. Compassionate and compelling circumstances are personal circumstances that are involuntary and outside your control, for example, medical, family, wellbeing, or enrolment circumstances, and present you with limited or no choice. You must also provide supporting evidence with your application (eg a medical certificate).

PLEASE PRINT CLEARLY.

YOUR DETAILS			
Full Name			
Student ID number			
Course			
Date of Birth		Gender	
Address including street number and name, suburb or town, postcode, and country			
Postal address (if different)			
Phone number			
Email address			

REASON FOR DEFERRAL
Please briefly describe the reason you have decided to defer your studies and attach supporting documents.
Please specify the date you would like to defer your studies to (up to a maximum of 12 months).

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DECLARATION	
Full Name	
Signature	
Date	

OUTCOME	
Deferral Approved/Not Approved	
Name of staff member (CEO or Delegate)	
Position	
Signature	
Date	

FORM RECEIVED BY CAMPUS MANAGER / DELEGATE	[DATE]
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