

## STUDENT DETAILS

<b>Student Name:</b>	
<b>Student Number (If known):</b>	
<b>Trainer/Assessor Name:</b>	
<b>Course Code and Title:</b>	
<b>Course Commencement Date:</b>	
<b>Course Location:</b>	<input type="checkbox"/> VIC <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> NSW
<b>Reason for Deferral:</b>	

### Instructions:

If you wish to defer your course please complete this form and return it to InterCare Training to begin the deferral process. Kindly email this form to [retention@intercaretraining.com.au](mailto:retention@intercaretraining.com.au) with the subject line: **Deferral request**. Upon processing, we will discontinue your training immediately and confirm your deferral via email.

## COURSE DEFERRAL BY STUDENT

### Acknowledgement of Terms and Conditions for Deferral.

I understand and confirm that (please tick every box below, and insert the requested dates):

- I choose to defer my course.
- Further training is required in order to complete this course.
- As an enrolled student, I may defer this course for up to 6 months.
- I may return to studies after 6 months or in the next calendar year but will need to go through the enrolment process – including State funding and eligibility assessment prior to re-commencing classes.
- If I defer my studies, I may not be able to re-enter on the same schedule as my initial enrolment as this will depend on class capacity at the time.
- I have discussed my course deferral with my trainer, and I am aware that a break in my studies may lead to me having to catch up or refresh my knowledge prior to continuing. I still choose to defer.
- My last day of attendance will be: \_\_\_\_\_
- My expected return date is: \_\_\_\_\_
- I will need to contact InterCare to confirm my above re-commencement date at least two (2) weeks before my re-commencement of the course.
- In the event that I do not contact InterCare Training prior to the agreed upon return date, InterCare will attempt to contact me up to four (4) times via phone, email and SMS, thereafter I may be withdrawn due to non-attendance.
- I will ensure that all my placement required documents (i.e., police check, WWCC, NDIS check, Vaccination records etc.) will be up to date before my return; and I understand that my placement may be delayed, depending on placement availability on my return.
- Deferring my course may impact my future funding opportunities in education, as this has been discussed with me by an InterCare representative

<b>Student Signature</b>		<b>Date</b>	
<b>Deferral approved by Training Delegated Authority Signature</b>		<b>Date</b>	