

AI SR Course Deferral or Withdrawal Form

Important Information (please read before completing):

- A deferral allows you to temporarily pause your studies and recommence within 12 months.
- A withdrawal means you are leaving your course or unit of study. You may be eligible for a Statement of Attainment for any completed units.
- This form must be lodged before the census date of the unit(s) you wish to defer or withdraw from. Census dates are available in your Student Portal.
- If your request is not submitted before census date, you may remain liable for tuition fees or a VET Student Loan debt for that study period.
- Students accessing VET Student Loans (VSL) or subsidised funding should review the Student Handbook for important information about fees, debts, and deferral/withdrawal rules.

Section 1: Student Details

Full Name:

Student ID:

Email:

Phone:

Section 2: Course Details

Course Title:

Date Started:

Educator:

Section 3: Request Type

I am applying to **defer my studies** and intend to resume within 12 months.

Requested deferral start date:

Planned recommencement date:

I wish to **withdraw from my course**.

Effective withdrawal date

Section 4: Reason for Deferral or Withdrawal

Please select the main reason for your request:

Medical reasons (please attach supporting evidence if available)

Mental health reasons

Family or personal commitments

Work commitments

Financial difficulties

Moving interstate or travel

Course workload / study challenges

Course did not meet expectations

Other (please specify): _____

Section 5: Student Acknowledgement

By signing this form, I confirm that:

- I have read and understood the Deferral and Withdrawal information in the AISR Student Handbook.
- I am aware that fees may still apply for units with census dates passed before this request was submitted.
- I understand that deferral is available for up to 12 months and that fees may differ when I recommence.
- I understand that withdrawal may affect my eligibility for VSL or subsidised funding in future courses.
- I understand it is my responsibility to keep AISR updated with my current contact details.

Signature: _____

Date: _____

Submit this form by email to **admin@aisr.edu.au** or upload via your **Student Portal**.

Section 6: Office Use Only

Date received:

Census date checked

Action Approved:

Withdrawal

Deferral - *Approved deferral period:*

Course Coordinator Approval

Name

Date

Signature