



Deferment application form

This form is not to be used by Monash College students.

This form is to be used by domestic coursework students who have been made an offer of admission at Monash University who wish to defer their commencement of studies for that course.

Deferment

In most cases if you are deferring the offer of your course, you may do so for a period of up to twelve months at the discretion of the course managing faculty.

You are not normally permitted to defer an offer for a Monash course with the intention of undertaking studies at another institution in Australia or overseas during the period of deferment.

If you wish to undertake studies at another institution during the period of deferment, you are advised that credit for prior learning will not be granted unless the study was approved by the course managing faculty.

You should consult your enrolling faculty for further advice on this matter.

The University's policy and procedures on Deferment are available at:

<http://policy.monash.edu.au/policy-bank/academic/education/admissions/admissions-coursework-courses-units-of-study-procedures.html>

Bachelor of Medicine and Bachelor of Surgery students

If you are offered a place in the Bachelor of Medicine and Bachelor of Surgery you **MUST** advise the Admissions Office, Faculty of Medicine, Nursing and Health Sciences on 9905 4327 before returning the deferment application form. **It is imperative that the faculty be aware of your intention to defer your medicine studies.**

International students studying at an Australian campus

International students who wish to defer must contact International Recruitment Services for advice.

Students who have already commenced studies

Once you have started your course you may choose to take intermission (study leave). Intermission is usually granted for a maximum of one year at a time.

More information about intermission is available at: <http://www.monash.edu.au/enrolments/change/intermission.html>

Closing dates

You must enrol, defer or reject your course offer during the specified enrolment period, as stated on your offer letter. Some faculties may allow you to defer your course up until the census date. Please contact your course managing faculty for details:

<http://monash.edu/faculties.html>

Lodgement of applications

This form **must** be completed and lodged with your course managing faculty.

Caulfield campus

- **Art, Design & Architecture and I.T** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

All other Australian campuses

Applications should be submitted to your course managing faculty.

South Africa Campus

Applications should be submitted to your school.

Sunway campus

Applications should be submitted to your school.

Privacy Statement

The information on this form is collected for the purposes of assessing your application for Deferment. If you do not complete all questions on this form it may not be possible for the application to be assessed by your course managing faculty. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: sss.privacy@monash.edu

RECEIVED Please retain this copy as proof that your application has been submitted
Student ID number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tracking number _____
Faculty Stamp



Deferment application form

Tracking Number:

Faculty Sent to:

Campus:

Section A Personal details

Monash student ID number

Family name

Given name/s

VTAC number
(if applicable)

Sex (M or F)

Date of Birth

Postal address

Number/Street

Suburb/City/Country

State

Postcode

Telephone (BH)

Telephone (A/H)

Email

If you change your address during the period of deferment please contact your course managing faculty to ensure your address details are updated for future correspondence

Section B Course details

Course title

Course code

Campus

Section C Details of deferment

Deferment start

Return

If you defer your course offer, you will be guaranteed your offer but are choosing to delay starting your course. The university will allow you to defer your course for up to twelve months. You may apply to extend this to 24 months in certain cases including, for example, financial difficulties preventing immediate return or compulsory overseas military service.

Do you intend to undertake study at another Institution in Australia or overseas during the deferment period?

Yes

No

If yes, where and what course?

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 University to obtain official student records from any educational institution 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

Office use only (Faculty/Dept/School Approval)

Accept application

Reject application

Keyed

Logged

Comments

Student advised by

Email sent

Letter sent

Processed by

Date