**STUDENT DEFERRAL FORM**

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| Complete and sign this Form and forward to GBCAAddress: 337 -339 Latrobe Street, Melbourne 3000 |
| Student Full Name |  |
| Student ID |  | Date of birth |  |
| Email Address |  | Mobile Number |  |
| Current address |  |
| Course Code and Title |  |
| Course start date as specified in current CoE |  |
| Proposed new course start date | [ ] Next available intake[ ]  Specific start date: \_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_  |
| I would like to apply for a **DEFERMENT OF COMMENCEMENT OF STUDY** from the above course for the following reasons: |
| [ ]  serious illness or injury (provide medical certificate states that the student was unable to attend classes) |
| [ ]  bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);  |
| [ ]  major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies; or  |
| [ ]  a traumatic experience which has impacted on the student (provide police or psychologists’ reports)  |
| [ ]  Inability to begin studying on the course commencement date due to delay in receiving a student visa (for offshore students) |
| [ ]  Others: (please specify and provide supporting documents) |
| By signing this declaration, I declare the following is true:* I have read, understood and agreed to the terms and conditions of the Global Business College of Australia refund policy as stated in the GBCA Student Information Booklet and GBCA website.
* If GBCA do not approve my application and I do not commence the course, I will default my course.
* Any evidence that I attach in this form are true and accurate.
* I am aware it is my responsibility to collect a new CoE from GBCA and check with Immigration office on how this will impact my student visa.
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| Student Signature |  | Date: |  |
| Parent / Carer Signature (for student under 18) |  | Date: |  |

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| **OFFICE USE** |
| Based on the evidence submitted, the application should be: [ ]  Approved [ ]  Not approved Reason for recommendation:[ ]  Based on the guideline of GBCA policy’s 19[ ]  Based on reasonable judgement of “compelling and compassionate” reason that was beyond the student’s control and have impact on student progress and/or well-being. Pls specify.Name of student support officer: |
| The application has been [ ]  Approved [ ]  Not Approved  |
| **COMPLIANCE MANAGER PRINTED NAME AND SIGNATURE** |  |
|  |  |
| DATE: |  |
| **REASON FOR DECISION (if applicable)** |  |