

Notification of Deferral of Studies



ABOUT US: TAFE NSW – HUNTER INSTITUTE | NATIONAL CODE: 90002 | CRICOS PROVIDER 00591E | ABN 87 332 107 743 | CONTACT US ON 131 225 | F: +61 2 4923 7292 | E: HUNTER.INFOSERVICES@TAFE.NSW.EDU.AU | WWW.HUNTER.TAFENSW.EDU.AU | AT MAITLAND ROAD, TIGHES HILL NSW | MAIL TO HUNTER TAFE, LOCKED BAG 45, HUNTER REGION MAIL CENTRE, NSW 2310 ABOUT SMART AND SKILLED: WWW.SMARTANDSKILLED.NSW.GOV.AU | T: 1300 772 104

Hunter TAFE is committed to making every effort to assist students to complete their studies. It is recommended that you speak to your teacher about alternative study options before submitting this form.

Please note that deferring studies will have fee implications in accordance with the **Smart and Skilled Fee Administration Policy** which is available from www.smartandskilled.nsw.gov.au. The **Hunter TAFE Fee and Refund Policy** and the **Hunter TAFE Instalment Plan Agreement Details** are available from the Hunter TAFE website www.hunter.tafensw.edu.au

SECTION 1: Course details

Last Name:	First Name:	
Other Name:	Campus:	
Date of Birth: DD / MM / YY	TAFE Learner No:	
Tick ✓ if relevant: <input type="checkbox"/> I am enrolled in this course as apprentice <input type="checkbox"/> I am enrolled in this course as trainee		
My USI is:		
Postal Address:		
	Postcode:	
Course Name: Eg: Aged Care	Course Number: Eg: CHC30212-01V01	Qualification: Eg: Certificate III

SECTION 2: To be completed by a student deferring studies

Please ✓ the relevant items and complete the information below:

I am requesting approval to defer my studies Exit date Day Month Year

I understand that, if my request is approved, I will need to recommence my studies within 12 months and not later than: Day Month Year

Checklist for deferring studies: (Tick ✓)

- I have read the Smart and Skilled Fee Administration Policy.
- I have read the Hunter TAFE Fee and Refund Policy.
- I understand that deferring my studies may have fee implications in accordance with the Smart and Skilled Fee Administration Policy and I am not guaranteed a place in the same qualification on resuming my studies.
- I understand that if my training package expires before I resume my studies I may need to enrol into a new course and this may impact on the fees I will be required to pay.
- I understand that if I do not recommence my studies within 12 months from the date of deferral, my training will be discontinued. If I wish to recommence training after discontinuing, any qualification upgrades or changes will be undertaken this time and my application will be commenced as a new enrolment.

BR15088-V2-300915

Please turn over to complete your notification of deferral of studies

Subsidised training: This training is subsidised by the NSW Government

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SECTION 3: Please tell us more about your experience at Hunter TAFE

My overall experience with Hunter TAFE has been positive.	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree
Were you a client of Learner Support Services? Yes / No If yes, do you agree they provided the support you needed?	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree
Were you a client of Hunter TAFE's Aboriginal Learning Circle? Yes / No If yes, do you agree they provided the support you needed?	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree
Why are you deferring your studies?	Dissatisfaction with learning experience		Yes / No							
Work commitments	Yes / No		Personal reasons		Yes / No					
Other:										
Have you talked to a staff member about your decision?	Teacher/Head Teacher/Support Staff/Other			Yes / No						
Please indicate the name of the staff member you spoke to?										
Would you be willing for a Hunter TAFE staff member to contact you to discuss your feedback?										Yes / No

SECTION 4: Return completed form to Hunter TAFE (see form header for contact details)

I understand the information provided on this form and collected or otherwise obtained throughout my enrolment will be handled by TAFE NSW in accordance with the Learner Privacy Notice and Consent provided at the time of Enrolment in a course with TAFE NSW, the Privacy and Personal Information Protection Act 1998 and Health Records and Information Privacy Act 2002.

Signature of Learner	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year
Witness full name*	<input type="text"/>											
Witness signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year

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* If signed on campus, signature may be witnessed by a Hunter TAFE Campus Services officer. If signed off campus, form must be witnessed by an approved person from the list available from your campus or at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

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