



Deferment application form

This form is to be used by local and Off Campus Learning (OCL) students who have been made an offer for a course at Monash University who wish to defer their enrolment for that course.

This form is not to be used by Monash College 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 the student's intention to defer their medicine studies.*

If you are currently enrolled in a course at Monash and wish to take a period of leave, you should complete an Intermission application form.

International students who wish to defer the offer of their place must contact Monash International Recruitment Services for advice.

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 enrolling 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 will not be granted towards the Monash degree unless the study was approved by the enrolling faculty at Monash as part of the deferment conditions.

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

The University's policy on Deferment is available at www.policy.monash.edu/policy-bank/academic/education/admissions/deferment-policy.html.

Closing dates

Students wanting to defer their place in a course should submit their application prior to the conclusion of the specified enrolment time for the course. If you do not submit your application for deferment before the census date of the relevant semester (eg. 31 March for semester 1), you will lose your place in the offered course.

Lodging of applications

Berwick, Clayton, Gippsland, Parkville and Peninsula campuses

This form **must** be completed and lodged with the faculty responsible for administering the course you have been offered. Completed applications can also be mailed to the relevant faculty office.

Caulfield campus

- **Business & Economics UG** – submit to counter 8 at the Student Service Centre
- **Business & Economics PG** – submit to GSB office, Building N, level 4
- **Art & Design & I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

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 enrolled 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: privacyofficer@adm.monash.edu.au

RECEIVED

Please retain this copy as proof that your application has been submitted

Student ID:

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Tracking Number: _____



Deferment application form

ADM06-V11/09

Tracking Number: _____

Faculty Sent to: _____

Campus: _____

Section A Personal details

Monash student ID number

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Family name _____

Given name/s _____

VTAC number
(if applicable)

Sex (M or F)

Date of Birth

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Postal address

Number/Street _____

Suburb/City/Country _____

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State

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Postcode

Telephone (BH) _____

Telephone (A/H) _____

Email _____

If you change your address during the period of deferment please contact your enrolling 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 _____

Deferment in this course is normally available up to 12 months (one year) only. Deferment is not typically granted for students to pursue studies at another tertiary institution. Where a student intends to undertake study in Australia during the deferment period, credit will not be granted towards the Monash degree unless this study was approved by the enrolling faculty at Monash as part of the deferment conditions.

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 _____

photocopy of this page

Letter sent

Processed by _____

Date _____