



Form checked, scanned, MAZE code (DFR1) entered by: STAFF

MEMBER NAME: _____ Date: _____

Request received: By student in person

By email

COURSE DEFERRAL REQUEST

STUDENT TO FILL OUT "PART A" TO "PART D"

DEADLINE : Submit no later than Monday (end of business day – 4.30pm)

OUTCOME/REPLY : will be emailed Tuesday of the following week (end of business day – 4.30pm)

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> Diploma / Advanced Diploma/UF/PDF <input type="checkbox"/> ECU Course – Complete ECU Form		Semester:
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parents/Guardian' signature)		
Do you have a payment plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, payment plan will be terminated and any outstanding fees must be paid)		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes any outstanding fees must be paid)		

PART B – DEFERRAL DETAILS

Deferral:	Course / Stream	Start date (ACBT study period)	End date (ACBT study period)	Last study day (day/month/year)	First study day (day/month/year)
From current date:					X
To new date:				X	

PART C – REASON FOR ADD/WITHDRAW UNITS DETAILS (Must include supporting documentation)

<input type="checkbox"/> Medical (attach documents, example: Medical Certificate)		
<input type="checkbox"/> Family (attach documents, example: Letter from family; Medical report; Death certificate; Financial evidence; etc)		
<input type="checkbox"/> Other – provide brief explanation		
<input type="checkbox"/> I have attached other documents providing evidence of my situation		
<input type="checkbox"/> Manager Marketing -Approved	Name/Signature	Date:
<input type="checkbox"/> Senior Manager Finance- Approved	Name/Signature	Date:



PART D – STUDENT DECLARATION

I understand that (please tick):

	All outstanding fees must be paid before this application can be considered.
	My requested dates have been discussed with an ACBT Representative to ensure they align with ACBT Academic calendar, and my deferral period is not more than 6 months.
	I have read and understood the conditions of Deferral as mentioned on this form and Deferral Fact sheet.
	I have been shown the Refund Policy and understand how this policy applies to my application.
	The outcome of Deferral Application will be communicated by Tuesday of the following weekly .
	I will need to pay the required amount as stated on Revised Offer Letter (Section 4) before a new Confirmation of Enrolment (COE) can be issued.
	If I do not accept the Revised Offer and make the payment within 14 days, this Deferral Application will be cancelled and I remain enrolled in the current course.
	If applicable It is my responsibility to advise any changes to the Sri Lankan Department of Immigration and check how long I can stay in Sri Lanka after my last day of study.

I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as the result of my own decisions.

Student signature: Date:/...../.....

OFFICE USE ONLY

ACBT REPRESENTATIVE DECLARATION

I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.

Special comments for consideration:

Student Services Manager signature: _____ Date: _____

PANEL – APPROVED REJECTED

Position	Name	Signed	Date
Deputy Principal			

Message to student (outcome of application):

COURSE DEFERRAL REQUEST CHECKLIST

1. Who can apply for Course Deferral Request?	
➤ You must have no outstanding fees	
➤ You must discuss your Request with a Marketing Counsellor/ACBT representative before lodging this form.	
➤ If you are under 18, you need to book an appointment to see the Course Coordinator and seek support.	
2. What do you need to prepare?	
<ul style="list-style-type: none"> • Evidence and Supporting Documents for your Course Deferral Request. • Medical Certificate • Death Certificate • Letter from family • Approval from Manager Marketing/ Senior Manager Finance 	
3. What you need to do?	
<ul style="list-style-type: none"> ➤ Please indicate what date you would like to end your studies at ACBT and when you would like to return to study? ➤ (Note: Maximum deferral time is 6 months. If you wish to apply for longer deferral, you need to apply for Withdrawal from ACBT) ➤ Pay all outstanding fees. 	
➤ If you are currently on payment plan, your plan will be cancelled and you must pay all outstanding fees before this application can be considered.	
4. Conditions	
➤ You must submit Deferral Application form no later than Monday 4.30pm (close of business) for timely processing	
➤ All "Student sections" must be completed and signed by yourself.	
➤ All required documents must be provided or application will not be assessed.	
➤ You must keep going to class, till you receive an email about outcome of your application	
➤ Ensure you understand PART D – STUDENT DECLARATION. Ask questions if you do not understand.	
➤ If applicable, you need to advise the Sri Lankan Department of Immigration on any study changes	
➤ You will need to pay for 4 units for the new Letter of Offer, before new COEs are issued	
5. How long will it take?	
<ul style="list-style-type: none"> ➤ Outcome of application will be emailed to you on Tuesday of the week following submission (end of business day – 4.30pm) ➤ If approved, you will receive an email of outcome. <ul style="list-style-type: none"> • You will then need to confirm if you would like to keep going with the process. • You will need to keep attending classes, until you hear from ACBT about the application decision. • Once your Application is successfully finalised, you will be informed by email. • Finance team will contact you in regards to a Refund if applicable. 	
<ul style="list-style-type: none"> ➤ If unsuccessful, you will be informed of the outcome by email explaining the reason for the rejection. ➤ Instructions for the Complaints and Appeal process, will also be provided with the rejection 	

Further Information is available at:

- ACBT Complaints and Appeals Policy - <http://www.acbt.net/policies>
- ACBT Enrolment Policy - <http://www.acbt.net/policies>
- ACBT Refunds Policy - <http://www.acbt.net/policies>