

# Course Deferral / Withdrawal / Transfer

Complete this form to Withdraw/Defer or Transfer within the same course or Unit of Study.

This form must be completed and submitted prior to the Census Date of the Unit of Study you wish to Withdraw/Transfer from.

Please be aware of your Census Dates, as you must lodge this completed form prior to these dates. Census Dates are located on your Student Portal. If you require further clarification please refer to the Student Handbook.

Submit this form to [info@aisr.edu.au](mailto:info@aisr.edu.au)

## Definitions

- Deferral:** Postponement of a Unit of Study or course to recommence within 12 months.  
**Withdrawal:** Cessation of enrolment in course  
**Transfer:** Transferring from your current group and recommencing with the next intake  
**Course:** Refers to the same course that you are enrolled in, transfers are allowed in the same course only, not to a different course  
**Unit of Study:** A group of competencies

## Personal Details

Full Name: .....

Student ID Number: .....

Email (please print clearly): .....

Postal Address: ..... Suburb:..... State:..... Postcode:.....

## Course Information

Course Title: .....

Program Coordinator:.....

Course Start date: .....

## Request for withdrawal / deferral / transfer

I am applying for (please check correct box)

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Withdrawal   | Effective from:..... |
| <input type="checkbox"/> Course Deferral – intending to resume study within 12 months<br>(WorkReady funding students please contact the AISR for further information) | Effective from:..... |
| <input type="checkbox"/> Transfer   | Effective from:..... |

## Reason for Deferral/Withdrawal

- |   |   |
|---|---|
| <input type="checkbox"/> Moving interstate  | <input type="checkbox"/> Travelling               |
| <input type="checkbox"/> Medical reasons  | <input type="checkbox"/> Mental Health reasons    |
| <input type="checkbox"/> Financial difficulties   | <input type="checkbox"/> Work commitments         |
| <input type="checkbox"/> Family commitments   | <input type="checkbox"/> Course workload too much |
| <input type="checkbox"/> Course didn't meet my expectations   |   |
| <input type="checkbox"/> Other   Please elaborate your reason for deferral/withdrawing (optional) ..... |   |

.....

.....

---

### To confirm withdrawal you must complete this section:

*\*Please note that once this Withdrawal/Transfer Form has been lodged for processing, you will lose access to the AISR e-learning site (Moodle) effective immediately.*

- FEE PAYING – I understand I will incur a debt for all modules with a census date prior to the date this form is received by Australian Institute of Social Relations.
- VET STUDENT LOANS – I understand I will incur a VET Fee-Help debt for all modules with a census date prior to the date this form is received by Australian Institute of Social Relations.

Student Signature: ..... Date: .....