

Deferment of Enrolment

Version 6

Student Name:		Student ID:	
Enrolled Programme:			
Original Intake/Date:		Proposed New Intake/Date:	
Original Finish/Date:		Proposed New Finish/Date:	
Reason for Deferment:			
Student Signature:		Date:	

Faculty Decision (Office use only)			
Result:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined	New Start Date:	
Actions Required:	<input type="checkbox"/> Student Notified verbally & by letter <input type="checkbox"/> Amended Offer of Place created (if required) <input type="checkbox"/> Amendment to Student Visa arranged (if required)		
Signed:		Date:	

Student Management System (to be completed by Accountant)			
Actions Required:	<input type="checkbox"/> Database (SMS) edited		
Signed (<i>Accountant</i>):		Date:	

Student Management System (to be completed by Administration)			
Actions Required:	<input type="checkbox"/> New Attendance Register created <input type="checkbox"/> Academic coordinator notified of change via email		
Signed (<i>Administration</i>):		Date:	

***To be filed in Student Enrolment File once signed off by Administration.**