

This form is to be used for (1) **New students** who wish to commence studies at a later date (defer start of studies) , **OR** (2) **Continuing students** who wish to take leave from studies (intermit studies). The College encourages students to consult with an staff member before submitting this form. (eg. enrolment advisor, Head of Department, Student Services)

Section A: Personal Details				
Last Name		First Name		Student ID No.
Phone		Personal email address		
Course		Contact Mode	<input type="checkbox"/> Fully Online <input type="checkbox"/> On Campus	
Section B: Intermit OR Defer Start				
Intermit Studies (for current students) Please tick relevant boxes				
<input type="checkbox"/> I am a current student who commenced studies <u>prior</u> to this semester. I wish to intermit studies and return in:				
<input type="checkbox"/> Semester 1 (March) <input type="checkbox"/> Semester 2 (July/August) Year: 20 ____ ____				
Defer Start of Studies (for new students) Please tick relevant boxes				
<input type="checkbox"/> I am a new student this semester and wish to defer the start of my studies to:				
<input type="checkbox"/> Semester 1 (March) <input type="checkbox"/> Semester 2 (July/August) Year: 20 ____ ____				
Section C: Reasons for Deferral or Intermission				
My reasons for this application are outlined below: _____ _____ _____ _____				
Student's Signature: Date:				

REMINDERS:

- You must consider the date of your submission **if you have current unit enrolments:**
 - If the College receives this form on or before the census date of your enrolled units, you will not receive any financial or academic penalty.
 - If the College receives this form after the census date of your enrolled units, you will receive a Fail grade for the units and you will be liable for the tuition fees for your enrolled units.
- You must ensure that you have returned all library books or College items and that you have cleared all College accounts.
- Continuing students must refer to [policies](#) page on the ACPE website for applicable conditions.
- It is your responsibility to inform Centrelink and any welfare agency of the change in your enrolment status.

LODGEMENT OF FORM	
In person:	ACPE Student Services, Ground Floor, 10 Parkview Drive, Sydney Olympic Park
Post:	ACPE, Student Services, Locked Bag 2000, Concord West NSW 2138
Email:	Email a scanned PDF attachment to studentservices@acpe.edu.au
ACPE Office use only:	
<input type="checkbox"/>	Form received on or before census date. (No financial or academic penalties apply)
<input type="checkbox"/>	Form received after census date. (Financial & academic penalties apply)
<input type="checkbox"/>	Student sent acknowledgement <input type="checkbox"/> Deferral recorded on Paradigm <input type="checkbox"/> Relevant staff notified
Processed by: _____ Initial: _____ Date: _____	