

Deferral Application Form

First Name		Surname	
Phone Number		Student Number	
Email			

Instructions: Please complete this form and email it with the required evidence to admin@acclm.edu.au.

Further information on ACCLMs policies can be found [here](#).

Students can suspend their studies due to extenuating circumstances for a maximum consolidated period of time under the following conditions:

- For Students studying a qualification the **initial deferral period cannot exceed 2 months**. Students can apply for further deferral period within the maximum course duration, with no consolidated deferral period exceeding 6 months.
- For Students studying a Skill Set the initial deferral period **cannot exceed 1 month**. Students can apply for a further 1 month deferral period within the maximum course duration, with no consolidated deferral period exceeding 2 months.
- Students who are in arrears with their course payments cannot apply for a deferral.
- No refund of course fees will apply on the basis of any approved deferral period.
- Students remain liable for all payments due under their enrolment agreement.

ACCLM reserves the right to refuse a course deferment.

Section 1: Course Name

Course Name	<input checked="" type="checkbox"/>
CHC51015 Diploma of Counselling	<input type="checkbox"/>
CHC53315 Diploma of Mental Health	<input type="checkbox"/>
CHC43215 Certificate IV in Alcohol and Other Drugs	<input type="checkbox"/>
CHC40421 Certificate IV in Youth Work	<input type="checkbox"/>
CHCSS00093 Alcohol and Other Drugs Skill Set	<input type="checkbox"/>
CHC62015 Advanced Diploma of Community Sector Management	<input type="checkbox"/>

Section 2: Deferral Period Request

Length of Deferral Period	<input checked="" type="checkbox"/>
1 month	<input type="checkbox"/>
2 Months	<input type="checkbox"/>

Section 3: Deferral Request Reason

Please select one reason that best reflects your situation.

Reason	<input checked="" type="checkbox"/>
Financial hardship	<input type="checkbox"/>
Medical reasons including carer responsibilities	<input type="checkbox"/>
Change in employment	<input type="checkbox"/>

Section 4: Deferral Evidence to Support Request

Examples of the types of documentation accepted:

- Medical Certificate
- Counsellor/Psychologists evaluations
- Insurance Claims
- Police Report
- Court and/or legal documentation
- Employment termination documentation

Evidence Type
Supporting Comments

Section 5: Student Signature and Date

I certify that the information provided is true and correct.

Student Signature		Date	
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