SWINBURNE — SWINBURNE UNIVERSITY OF TECHNOLOGY

Higher Education

Application to Defer an Offer
(Not Applicable for International Students)

IMPORTANT: Submit this form if you are applying to defer your program and you are;
· Already enrolled in a program - on or before the scheduled day of enrolment or,
· Yet to enrol in a program - on or before Friday, the end of Week 1 of the semester

SECTION A: PERSONAL DETAILS

Title: _____ IC Number (where applicable): _____ Student ID Number: _____

Surname: _____

Given Names: _____

Postal Address: _____

Home Phone Number: _____ Mobile Number: _____

Email address: _____ Fax Number: _____

SECTION B: PROGRAM DETAILS

Program code: _____

Program for which offer was received: _____

Major: _____ Semester / Year : _____

Period of deferment (NB there is a maximum of two semesters) : _____

SECTION C: REASON FOR DEFERMENT

Please state your reasons for deferment: _____

SECTION D: APPLICANT'S DECLARATION

I declare that to the best of my knowledge the information provided is correct and complete. I acknowledge this deferment is valid only for entry to the same program, and will lapse should I enrol in any other program either at this University or at any other tertiary institution.

SIGNATURE: _____ DATE: _____ / _____ / _____ (dd/mm/yyyy)

SECTION E: NOTES TO THE APPLICANT

* The granting of deferment is not automatic and requests are assessed on a case by case basis. Eligibility to defer an offer should be checked with the offering Faculty
* Ensure all sections of the form are completed including the "Applicant's Declaration" in Section D.
* Send the completed form to the Student Central or email it to sc@swinburne.edu.my
* Notify Student Central immediately of any change of address.
* The Enrolment Officer will contact you should further information be required.
* All applicants will be notified in writing of the outcome of their application.
* Applicants are advised to refer to the 'Deferment and Leave of Absence' policies and regulations on
  Academic Course Regulations 2013, Chapter 2 Part 4 Deferral and Part 5 Leave of Absence at http://www.swinburne.edu.au/policies/regulations/courses.html

PRIVACY STATEMENT

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice.