

## Deferral of Studies

This form should be used if you are intending to defer your course enrolment after receiving an Offer of Enrolment, or if compelling circumstances require you to defer your current studies for up to twelve (12) months. Please note that failure to return to your studies after twelve (12) months may result in your enrolment being withdrawn.

Failure to return to study within twelve (12) months may result in a grade of Absent Fail being recorded in your academic record and transcript for the subject.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

1. Personal information			
Kaplan student ID (if applicable):			
Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	Gender:		<input type="checkbox"/> Male <input type="checkbox"/> Female
First name:		Last name:	
Email:			Date of birth:
Telephone:	(w)	(h)	(m)
2. Current Course Details (I am enrolled in the following course)			
<input type="checkbox"/> Graduate Certificate in Applied Finance		<input type="checkbox"/> Graduate Certificate in Financial Planning	
<input type="checkbox"/> Graduate Diploma of Applied Finance		<input type="checkbox"/> Graduate Diploma of Financial Planning	
<input type="checkbox"/> Master of Applied Finance		<input type="checkbox"/> Master of Financial Planning	
<input type="checkbox"/> Graduate Certificate in Corporate Finance		<input type="checkbox"/> Graduate Certificate in Self-Managed Superannuation Funds	
Subject Name			
Reason for deferral			
Returning in Study Period	Year: <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> Study Period 1 <input type="checkbox"/> Study Period 2 <input type="checkbox"/> Study Period 3 <input type="checkbox"/> Study Period 4 <input type="checkbox"/> Study Period 5 <input type="checkbox"/> Study Period 6		

### STUDENT DECLARATION

I have read and understood the relevant Kaplan Professional Policies [located on the Kaplan Professional website](#). I understand that if my application is approved, this will lead to my current course or subject enrolment being deferred. I understand that deferred subjects must be attempted within 12 months of the subject being deferred. Failure to finalise a deferred grade may lead to a grade of Absent Fail being awarded.

Signature:		Date:	
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Return this form to Kaplan office via:

Mail	<b>Kaplan Professional</b> Level 4, 45 Clarence Street, Sydney NSW 2000	Email	<a href="mailto:studentadvice@kaplan.edu.au">studentadvice@kaplan.edu.au</a>
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### APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 135 798 (+612 8248 7611).