

ITHEA Domestic students Application to: *(tick one)*

Defer from studies **Cancel studies**

Definitions:
Deferral: Postponement of commencement of course. **Cancellation:** To cease enrolment or withdraw from a course.

IMPORTANT!

- All deferrals, regardless of their duration, must be reported to Skills Victoria.
- This form **MUST** be submitted to the Student Manager for approval.
- You will be notified of your application status within 10 working days from the date of receipt.
- If you change your address during the period of deferment/cancellation, please contact us to ensure your address details are updated for future correspondence.

Personal details* COMPULSORY

FAMILY NAME: _____ GIVEN NAME: _____

GENDER: Male Female DATE OF BIRTH: _____ Student No: _____

ADDRESS: _____

SUBURB/CITY: _____ POST CODE: _____

PHONE: _____ EMAIL: _____

COURSE: *(please tick ✓)*

Community Services

| | |
|--|---|
| <input type="checkbox"/> CHC33021 Certificate III in Individual Support | <input type="checkbox"/> CHC43121 Certificate IV in Disability Support |
| <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support | <input type="checkbox"/> CHC53315 Diploma of Mental Health |
| <input type="checkbox"/> CHC43315 Certificate IV in Mental Health | <input type="checkbox"/> CHC50313 Diploma of Child, Youth & Family Intervention |
| <input type="checkbox"/> CHC43113 Certificate IV in Child, Youth & Family Intervention | |
| <input type="checkbox"/> CHC52021 Diploma of Community Services | |

Children's Services

| | |
|---|---|
| <input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care | <input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care |
|---|---|

Business

| | |
|---|--|
| <input type="checkbox"/> BSB30120 Certificate III in Business | <input type="checkbox"/> BSB40120 Certificate IV in Business |
| <input type="checkbox"/> BSB50120 Diploma of Business | <input type="checkbox"/> BSB60120 Advanced Diploma of Business |

Leadership & Management

| | |
|---|--|
| <input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management | <input type="checkbox"/> BSB50420 Diploma of Leadership and Management |
|---|--|

Details of Deferment/Suspension/Cancellation* *(please refer to definitions)*

Reason for suspension/deferment/cancellation: *(please tick ✓)*

| | | |
|---|---|---|
| <input type="checkbox"/> Financial problems | <input type="checkbox"/> Unable to cope with the course | <input type="checkbox"/> Family Obligations |
| <input type="checkbox"/> Personal matters | <input type="checkbox"/> Illness/Medical Conditions | <input type="checkbox"/> Family Bereavement |
| <input type="checkbox"/> Other | | |

Details: _____

Date of proposed deferment/cancellation: From: _____ To: _____

Student's declaration

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I authorise ITHEA to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of the offer of a place.

* COMPULSORY

_____ (Student's signature)* _____ (Date)*

OFFICE USE ONLY

Course progress: Satisfactory Not Satisfactory Skills Victoria status: Hours entered Results entered

Status: Approved Not Approved Withdrawn Approved by: _____ Position: _____ Date: _____

Comments

Entered on VETTRAK Yes No Entered by: _____ Date: _____