

Request to defer commencement form

Privacy statement

Department of Education collects personal information from you, including information about your name, email address, signature, address, telephone number, date of birth, and school enrolment details.

We collect this information to assess your request to defer commencement of studies. The Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 allow us to collect this personal information.

Your information may be shared with school, Education Queensland International (EQI) staff, and Provider Registration and International Student Management System (PRISMS).

We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the Information Privacy Act 2009.

How to complete this form

- This form is to be used by overseas students who are seeking approval to defer the commencement of their studies in accordance with the relevant policy and procedures, and their Enrolment Agreement.
- Deferring commencement of enrolments can affect student visa conditions and course duration and we advise contacting the Department of Home Affairs for advice about potential impacts on this visa, including the need to obtain a new visa.
- Email this form to EQInternational@ged.qld.gov.au with 'request to defer enrolment' in the subject line and all required supporting documents attached. For enquiries, please phone 1800 316 540 (within Australia) or +61 7 3513 5301 (outside of Australia).

Overseas student details

Family name:		Given name/s:	
OneSchool ID:		Date of birth:	
Email:		Mobile number:	
School:		Year level:	

Commencement of studies deferral details

Date of request:		New commencement date:	
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Reason to defer commencement of studies: (Provide as much detail as possible here)

I have attached documents as evidence of compassionate or compelling circumstances (for example, medical certificate)

Overseas student's and parent's agreement

I declare that:

- I have read and understood the privacy notice on this request form;
- I have read and understood the requirements outlined in the [Standard terms and conditions](#);
- I understand that approval will only be granted where compassionate or compelling circumstances are evident;
- I understand that I should seek advice from immigration as this request may affect my student visa; and
- all information provided in this request form is true and accurate to the best of my knowledge.

Student name:			
Signature:		Date:	
Parent name:		Email:	
Signature:		Date:	



OFFICE USE ONLY: EQI staff (required actions)

I confirm that:

- this request has been reviewed and assessed taking into consideration all relevant circumstances including the details provided on this form and supporting evidence;
- the student's destination school supports the request and can accommodate the new start date; and
- final approval lies with the EQI officer.

Name:		Title/role:	
Signature:		Date:	

OFFICE USE ONLY: EQI officer approval

I **approve** this request to defer the commencement of studies.

I **do not approve** this request to defer the commencement of studies.

Reason for not approving request to defer studies:

Name:			
Signature:		Date:	

OFFICE USE ONLY: EQI staff (required actions)

- Create new CoE and CAAW (if required)
- Revise enrolments in ISMS
- Send new CoE and CAAW (if required) to agent/parent together with invoice (if necessary)
- Advise agent/parent to present updated documents to the student visa application.
- If request is refused advise applicant that their visa may be affected and of their right to appeal this decision.