



Defer Your Studies/Change of Course Preference

HOW TO COMPLETE AND SUBMIT THIS FORM:

This form will be accepted up to a week before the orientation day with supporting documents as evidence. You cannot change your course once you are enrolled in a term. You can request to defer your studies/change of course preference for the following term. Fees apply. Refer to other charges on New Era Institute's website.

NOTE: To defer more than 12 months, you will need to submit a new International Student Enrolment Form to New Era Institute (re-enrol). We will require details of any academic or work activities undertaken during that time as an evidence to support your study gap.

You may only defer your course to the next available intake. For the next available intake, visit www.newerainstitute.edu.au :

Part A : Student Details

Student ID :		Phone Number :	
Given Name :		Family Name :	
Email address:		Date of Birth:	
Course Name :		Agent Name:	
Course Start Date :		Course End Date :	
Home Address (to update PRISMS):			

Part B : Courses currently being offered

COURSE NAME	Intake date
1.	
2.	
3.	

HAVE YOU RECEIVED AN e-COE YES NO

Part C : Request Course change

I WANT TO CHANGE MY COURSE PREFERENCE

You may change your course preference only once. Any previous offer granted will be automatically cancelled.



Defer Your Studies/Change of Course Preference

NEW COURSE: COMMENCEMENT DATE:/...../.....

REASON FOR CHANGE OF PREFERENCE:

I WANT TO DEFER MY COURSE

You may defer your course only once.

CURRENT COURSE: COMMENCEMENT DATE:/...../.....

REASON FOR DEFERAL:

Part D : DECLARATION

- I accept that the course fee for the deferral course may differ from the original fee paid and that the difference must be paid before a new e-COE can be issued
- I accept that the course structure of the deferred course may change.
- I understand that by changing my course this may affect my student visa subclass which could impact my stay in Australia
- I understand that this request is subject to New Era Institute's Approval. If approved, a new Letter of Offer with course details will be issued.

Student signature: _____

Date:...../...../20.....

Approval (Official Use Only)

Application

Approved

Not Approved

Staff Name:.....Signature:..... Date:...../...../.....