

# APPLICATION FOR DEFERRAL OF COURSE COMMENCEMENT

This form is to be completed by any JMC Academy student (domestic or international), who wishes to apply for a deferral of the commencement of a course.

## INSTRUCTIONS //

- Applications for Deferral of the Commencement of a Course must include appropriate supporting documentation, if requested. Submission of supporting documentation is mandatory for international students,
- Students are required to make themselves familiar with JMC Academy's *Deferring, Suspending and Cancelling Students Enrolment Policy* and related *Procedures* before submitting their application,
- Students are required to sign and date their application,
- Applications must be submitted to Campus Administration once completed. International students may submit their applications directly to International Services Administration,
- Students are required to complete all sections below using either a blue or black pen.

### IMPORTANT INFORMATION - DOMESTIC STUDENTS //

Domestic students may apply for deferral of a course for a maximum period of 12 months. Applications for deferral must be submitted before census date.

### IMPORTANT INFORMATION - INTERNATIONAL STUDENTS //

International students may apply for deferral of a course for a maximum period of 1 trimester only in the following limited circumstances:

- on the grounds of compassionate or compelling circumstances (at the discretion of JMC Academy)
- student visa delay.

International students must provide sufficient evidence to demonstrate that, due to circumstances beyond their control, they are unable to commence their study at this point. Applications for deferral must be submitted before course commencement date.

## STUDENT DETAILS //

Student Name: .....

Student Number: .....

### ARE YOU AN INTERNATIONAL OR DOMESTIC STUDENT?

- Domestic  
 International

### CAMPUS

- Sydney  
 Melbourne  
 Brisbane

### JMC ACADEMY COURSE YOU ARE STUDYING

- |   |  |
|---|--|
| <input type="checkbox"/> Animation                            | <input type="checkbox"/> Film and TV                       |
| <input type="checkbox"/> Audio Engineering + Sound Production | <input type="checkbox"/> Game Design                       |
| <input type="checkbox"/> Digital Design                       | <input type="checkbox"/> Music Performance                 |
| <input type="checkbox"/> Entertainment Business Management    | <input type="checkbox"/> Songwriting                       |
| <input type="checkbox"/> Master of Creative Industries        | <input type="checkbox"/> Certificate III in Screen + Media |

## COURSE RE-COMMENCEMENT //

 When do you intend to recommence your studies?

- February     June     September    Year: .....

## INTERNATIONAL STUDENTS //

 Documents submitted to support the application:

- Original certificate or letter on letterhead from a registered treating medical practitioner
- Original certificate or letter on letterhead from a registered health practitioner
- Letter from a campus counsellor
- Letter from other support avenues i.e. clergy providing grief counselling
- Certificate from a funeral director or death certificate
- Copy of an accident report/Police report
- Court summons/or other legal documentation
- Other – please specify .....

## APPLICANT'S DECLARATION //

- I declare that the information I have provided on this application is true and correct.
- I understand that a course temporary suspension may have financial and/or academic consequences.
- I have read and understood JMC Academy's *Deferring Suspending and Cancelling Students Enrolment Policy* and related *Procedures*.

**STUDENT'S SIGNATURE:**

**DATE:**        /        /

## OFFICE USE ONLY //

Date application received:

Received by:

## APPLICATION OUTCOMES //

 Details of the decision made:

## SIGNATORIES //

### HEAD OF DEPARTMENT

SIGNATURE:

DATE:

### CAMPUS MANAGER (DOMESTIC STUDENTS)

SIGNATURE:

DATE:

### DIRECTOR OF INTERNATIONAL SERVICES (INTERNATIONAL STUDENTS)

SIGNATURE:

DATE:

Student has been advised of the outcome of their application

Yes

No

Date:    /    /

Student's record has been updated

Yes

No

Date:    /    /

### SYDNEY //

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