**Centre for Pavement Engineering Education (CPEE)**

**Deferment of Commencement of Studies Form**

## Before you start

This form is to be used by new student who have been made an ‘offer of admission’ but wish to defer their initial enrolment for that program.

## Deferment of commencement

An offer for entry to a CPEE Program Single Unit or Program remains valid for a maximum of two (2) semesters after the commencing date applied for.

* Students who elect to commence in the second of these two semesters must apply for deferred entry prior to the end of the first week of the semester for which entry was approved.
* Offers will be automatically withdrawn unless a deferral of commencement form is received

Refer to

* PR006 - [Standard Entry to Programs and Units Procedure](https://www.pavementeducation.edu.au/about-cpee-new/policy/policy-directory/standard-entry-to-programs-and-units-procedure) and/or
* PR007 - [Nonstandard Entry to Programs and Units Procedure](https://www.pavementeducation.edu.au/about-cpee-new/policy/policy-directory/nonstandard-entry-to-programs-and-units-procedure) document for specific details.

## Questions

If you have any queries regarding this process, please contact CPEE directly at [enrolments@pavementeducation.edu.au](mailto:enrolments@pavementeducation.edu.au).

## Form Submission

Please complete the following fillable form prior to printing, signing and submitting via email to: [enrolments@pavementeducation.edu.au](mailto:enrolments@pavementeducation.edu.au).

* Ensure that all fields and drop down boxes have been completed where applicable and all required additional documentation is included with your submission.
* Complete all 4 sections of this form. Incomplete forms will be returned unassessed.

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| --- | --- | --- |
| Section 1 - Personal Details | |  |
| **Student Details** | | |
| Student ID: | Enter Student ID | |
| Title: | Title | |
| Family Name: | Last Name | |
| First Given Name: | First Name | |
| **Contact** | | |
| Email: | Primary Email | |
| Mobile No: | Mobile | |

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| **Section 2 - Deferment of Commencement Of Studies Details** | | | |
| **Select the program from which you wish to defer your commencement of studies** | | | |
| Program Title: | Select a Program | | |
| Semester to start: | Semester | Year to start: | Year Start |

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| **Section 3 - Reason for Deferment** | | | |  |
| **Select the reason(s) for deferment if applicable** | | | | |
| **Medical** | **Work** | **Financial** | **Family/Personal Reasons** | |
| **Other:** | Enter Other Reason(s) | | | |

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| Section 4 - Declaration | |  |  |
| **Declaration:** | |  |  |
| I certify that the information I have provided is true and correct and I have read and agree to abide by the [CPEE Student Code of Conduct](https://www.pavementeducation.edu.au/about-cpee-new/policy/policy-directory/student-code-of-conduct) and the [CPEE Terms and Conditions of Enrolment](https://www.pavementeducation.edu.au/about-cpee-new/policy/policy-directory/terms-and-conditions-of-enrolment) | |  |  |
|  | | **Signature of Student** | **Date** |
|  | | Print Name |  |
|  | | **Printed Name** |  |
| **CPEE (OFFICE USE ONLY)** | | | | |
|  |  | | | |

Please return this completed form to:

**Email**: [enrolments@pavementeducation.edu.au](mailto:enrolments@pavementeducation.edu.au)

Or  
**Mail to**: Enrolments at CPEE, Suite 6, 935 Station Street, Box Hill North VIC 3129

**Tel**:  (03) 9890 5155 (international prefix + 61)