



***IMPORTANT INFORMATION**

Please read Kingsway Institute's Deferral, Suspension and Cancellation Policy and Procedure as listed on our website

Deferring Your Enrolment

To be eligible to defer your studies, you need to satisfy the following conditions:

- Have compassionate or compelling circumstances to defer your studies (evidence needs to be provided)
- You are planning to resume your course within 6 months or your course end date is less than 6 months from the date of completing this form.
- You have paid all your tuition fees up to the deferment effective start date.

Once approved, your studies will be put on hold on the grounds of compassionate or compelling circumstances. You will not be marked absent from your classes and you may return to class after deferment ends.

Deferring allows you to delay the commencement of your studies. If you have received an offer of a place in a course and your application to defer your enrolment is approved, you are guaranteed a place in the course the following intake or year. The maximum period you can defer your enrolment for is 6 months. After that, you will be required to submit a new application for entry into the course. The deferment only relates to the course you received an offer for and cannot be transferred to another Kingsway Institute course.

Tuition Fees and Refunds

Please refer to the Kingsway Institute Refund Policy and Procedure for further information.

Cancellation of Studies

If you are already enrolled in a Kingsway Institute course and wish to cancel your studies, you will need to complete the Cancellation Request Form.

Privacy

Any personal information provided to Kingsway Institute by individuals will only be used for the purpose for which it is provided, or in accordance with the individual's specific consent. Kingsway Institute will not disclose personal information to a third party unless required to or permitted by law or where an individual has consented to the disclosure. Information relating to how Kingsway collects, uses or discloses personal information and how a complaint may be made about Kingsway's handling of your personal information is contained in the Kingsway's Privacy Policy at our website.