

Delay to Start Date Request *(to be completed by student)*

Student Name		Student ID	
Enrolled Programme			
Original Start Date		Proposed New Start Date (new commencement date must be no later than 28 days after original start date)	
Reason for Deferment of Study			
Signature <i>(student)</i>		Date	

Decision *(to be completed by Marketing Executive)*

Result	<input type="checkbox"/> Approved <input type="checkbox"/> Declined	New Start Date	
Actions Required	<input type="checkbox"/> Student Notified verbally & by letter <i>(use applicable LTR009)</i> <input type="checkbox"/> Amended Offer of Place created (if required) <input type="checkbox"/> Amendment to Student Visa arranged (if required)		
Name of staff		Designation	
Signed		Date	

Student Management System *(to be completed by Administration)*

Actions Required	<input type="checkbox"/> Database (SMS) edited <input type="checkbox"/> New Attendance Register created <input type="checkbox"/> DAP/DOS notified of change via email		
Signed <i>(Administration)</i>		Date	

*To be filed in Student Enrolment File once signed off by Administration