

QMS Online

Section: Policy Manual
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Note: This is an uncontrolled document when printed.

Student Deferment of Offer Procedure - Box Hill Institute and CAE

Related Policy	Student Deferment of Offer Policy – BHI and CAE	
Procedure	Responsibility	
1. Establishing if a course will offer deferment: a) Student Administration in October of the previous year: • Contacts the Teaching Centre manager to establish if their courses will allow deferment of offer. • Updates the VTAC Course Master List indicating which courses will allow deferment for students applying via VTAC. • Disseminates that information to appropriate staff in the Institute/CAE. b) Teaching Centre Manager • Notifies Student Administration of which courses in the Centre will allow deferment.	Registrar's Centre	
2. Applying for deferment a) As deferment is not applicable to all courses and is not automatic, the prospective student must check whether it is possible to defer the course: • Domestic applicants including VTAC applicants and direct applicants should contact Student Administration or Course Information about course deferral. • International Students should contact the International Student Office to discuss deferment of offer and conditions pertaining to international students (refer to Inbound International Student Deferment, Suspension or Cancellation of Enrolment). b) The prospective student (VTAC and direct application), prior to the date and time of enrolment: • obtains a Deferment of Offer Form from Student Administration or Manager; • completes the Deferment of Offer Form, attaching any supporting information; • gives the form plus the administration fee to defer (amount is stated on the form) to the Registrar. c) Student Administration: • processes the administration fee, and • forwards the Deferment of Offer Form to the Centre Manager for approval.	Prospective Student	
	Prospective Student	
	Registrar's Centre	

f) The Appeals Committee may: • Disallow the appeal and confirm the previous decision, or • Allow the appeal and determine that the student be entitled to the deferral for which they applied. Only members of the Appeals Committee will be present when the determination is made.	Appeals Committee
6. Notifying the prospective student of the appeal decision a) The Registrar within three (3) working days of the hearing: • Advises the student, in writing, of the outcome, stating the reasons if the appeal has been disallowed. • Forwards a copy of the minutes, which includes the recommendations, to the Appeals Committee members. • Advises the Chair of the VET Board of Studies (or delegate) to include the minutes as an agenda item for the next meeting of the VET Board of Studies.	Registrar
7. Enrolling deferred students a) The prospective student must notify Student Administration in writing, two (2) months before the period of deferment expires, their intention to commence studies. Failure to do so will result in a loss of place in the course of study. b) Student Administration sends a list of names of prospective students, whose deferment is due to expire, indicating their intention to enrol to the Centre Manager prior to the next enrolment period. c) The Teaching Centre Manager notifies the prospective student in writing of the date, time, and venue of enrolment plus any other applicable information.	Prospective Student Registrar's Centre Teaching Centre Manager
Approval Body	CEO
Document ID	PROSA11A

Associated Files

1. Student Deferment of Offer Policy – BHI and CAE
2. Student Enrolment Policy – BHI and CAE
3. Student Leave of Absence Policy – BHI and CAE
4. Student Enrolment Procedure – BHI and CAE
5. Student Leave of Absence Procedure – BHI and CAE
6. Deferment of Offer Form