

Student Deferment of Offer Policy - Box Hill Institute

Purpose

To determine the policy and principles which apply to prospective students who have received an offer in a course of study to defer such and to ensure that centres have accurate records of prospective students intending to take up a deferred place.

Scope

Applies to prospective Box Hill Institute students, who have received an offer in a nationally recognised or state-wide accredited course, a Higher Education Course, or for applicants of international courses that are offered by Box Hill Institute where deferment is allowed, but who have not formally enrolled.

Policy Statement

The Institute will consider applications for deferment of offer to a course, for up to the equivalent of one (1) year. Deferment of offer is only available to students prior to enrolment.

Granting of deferment is not automatic, and might be subject to a set percentage of places available in a course.

Students who defer will be subject to enrolment-related rules and obliged to pay all enrolment-related fees applicable to the year in which their studies commence.

Secondary VCE and VCAL students will be subject to conditions as published in VCAA's VCE and VCAL Administrative Handbook.

International inbound students may apply for deferment of offer subject to their Student Visa conditions. International students who defer a course will be obliged to pay the tuition fees applicable to the year in which studies commence.

Where a course has been superseded by a later course version during the student's deferment period, the student will be required to enrol in the latest course version available for study, for the year in which studies commence.

Where a course offering has been cancelled during the student's deferment period, and should the student still wish to pursue study in an alternative course with Box Hill Institute, the student must apply for the alternative course offering via standard course application methods.

Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.

Definitions

Deferment of Offer - postponement of enrolment, after a place has been offered, in a national or state-wide accredited course, a Higher Education Course, or a course registered on CRICOS, run by Box Hill Institute or a period of up to one year.

VCAA – Victorian Curriculum and Assessment Authority

VCAL – Victorian Certificate of Applied Learning

VCE – Victorian Certificate of Education

VTAC – Victorian Tertiary Admissions Centre

Related Procedures

The following procedures are linked below:

- Student Deferment of Offer Procedure – BHI
- Student Enrolment Procedure – BHI
- Student Leave of Absence Procedure – BHI

Related Operating Guidelines	NIL
Related Forms	See linked forms below.
Related Policy, Legislation and Regulation	<p>Box Hill Institute</p> <ul style="list-style-type: none"> • Student Enrolment Policy – BHI • Student Leave of Absence Policy – BHI <p>External</p> <ul style="list-style-type: none"> • Equal Opportunity Act 1995 (amended 1997) Vic • Sex Discrimination Act 1984 (Cth) • Sex Discrimination and Other Legislation Amendment Act 1992 (Cth) • VCE and VCAL Administrative Handbook (VCAA) • VTAC Guide (current version) • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. (Current version) • ESOS ACT 2000 and ESOS Regulations 2001
Records	Records will be maintained in accordance with the requirements of Box Hill Institute’s Records Management Policy and Procedure.
Review	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
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Associated Files

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