

# Deferral Policy and Procedure



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<b>Administering Entity</b>	Academic Board
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<b>Related Documents</b>	<i>Admission and Enrolment Policy and Procedures</i> <i>Student Grievance and Resolution Policy and Procedures Course</i> <i>Intermission Policy</i> <i>Higher Education Standards Framework 2015</i>

## 1. Purpose

This Policy sets out the principles and process for deferred entry to Analytics Institute of Australia (AIA) courses.

## 2. Scope

This policy applies to all applicants for admission to AIA undergraduate and postgraduate courses.

## 3. Principles

- a. An applicant who receives an offer for a course at AIA can apply for deferral to commence the course with the next commencing cohort.
- b. An applicant who has received an offer may apply to defer beyond the next commencing cohort. Documentary evidence detailing the circumstances will be required to support the application and this will only be approved by the Academic Board.
- c. An overseas student may only defer the commencement of their studies for 'compassionate or compelling' circumstances. 'Compassionate or compelling' circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include, but are not limited to:
  - Serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes or online.
  - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
  - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies.
  - A traumatic experience, which could include:
    - involvement in, or witnessing of a serious accident; or

- witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
  - Where the registered provider was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enroll.
  - Inability to begin studying on the course commencement date due to delay in receiving a student visa.
  - Unexpected family situations which have been caused by the COVID-19 pandemic.
- d. An application for deferral must be made before the course commences.
- e. Deferral will not be granted where the applicant intends to undertake another course of study at AIA or another registered higher education provider during the deferral period.
- f. Deferral beyond the maximum permissible period of the course of study and/or student's maximum permissible visa period will not be granted.
- g. AIA must inform students wishing to defer their studies of the need to seek advice from Immigration on the potential impact on their student visa of any deferral.
- h. Once a change has been made to an over 18-year-old accepted student's course of studies, the information will be entered into PRISMS within 31 days of the confirmation by AIA of this change.

## 4. Procedure

### Before the students enrolls into a course

- a. Students who have been issued a Letter of Offer confirming admission into a course may apply for a deferral by completing a Deferral Admission Form available from Student Administration.
- b. Student Administration will assess the application for deferral by examining the documentation provided by the student to see if it complies with the allowable reasons for deferment (see Principles a-e).
- c. If Student Administration assess the reasons for the deferral as within AIA policy, the Student Administration will forward the paperwork to the Academic Board with a recommendation for approval and including the principle under which the deferral should be granted and the documentary evidence to support the application for deferral.
- d. Upon approval by Academic Board, the student will receive written confirmation from Student Administration of their deferral and be guaranteed a place, with the next commencing cohort.
- e. Where an applicant's deferred place is for a course that is subsequently discontinued or withdrawn after an offer has been made, the applicant will be advised of an alternative course, or programs, available (see [Course Withdrawal Policy](#)).
- f. Student Administration will update academic notes via the Student Management System with any changes made to the student's enrollment in a course, and

- g. Completed forms and documentary evidence relating to the deferment or cancellation of enrolment in a course will be placed on the student's file.

## 5. Responsibilities

The Chief Operating Officer is responsible for maintenance and implementation of this Policy.

## 6. Legislation and Associated Documents

The following Standards in the Higher Education Standards Framework 2015 are relevant to this Policy: 2.2.1, 2.2.3, 5.2.1, 7.2.3, 7.2.4

## Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	16/11/2020	
2.0	Academic Board	31/10/2022	Inclusion of 'compassionate and compelling' circumstances and amendments accepted by TEQSA as part of CRICOS approval.

Document owner: Academic Board