

<b>POLICY: Deferment Policy</b>	
<b>Objective</b>	The aim of this policy is to assist students unable to continue their studies as planned to pause their enrolment and return to their course in the future.
<b>Policy Name</b>	<b>Deferment Policy</b>
<b>Policy No</b>	<b>STU05A_IDO</b>
<b>Associated Policies and Procedures</b>	LERN10A_Issuing Certification Policy LERN11A_IDO_Assessment Submission Policy LERN17A_eCampus Policy STU08A_IDO_Course Progression Policy
<b>Associated Documentation</b>	Deferment Application Form Student Handbook Website Student Support Page eCampus Course Introduction
<b>Standard</b>	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 2, Division 2: 2.3 Part 2, Division 4: 2.6
<b>Authorised by</b>	Nicole Watts
<b>Date and Version</b>	V1 21/10/2014 V2 25/08/2022 V3 01/01/2023 V4 01/06/2025 V5 06/11/2025

Deferment is made available to assist students who are unable to continue with their studies in a career course or accredited short course due to special circumstances outside of their control that have seriously disrupted their study program. Deferments are not available for non-accredited short courses. Access to the eCampus is suspended for the duration of a student's deferment.

Students are permitted one deferment of up to 12 months during the life of their enrolment. Any requests for an extension to a deferment period will be considered by the General Manager only under exceptional circumstances and only up to a total of 24 months.

Students must submit a Deferment Application Form found on the IDO Student Hub on the eCampus. Forms are submitted directly to the IDO administration team and students will receive an email advising the outcome of their application within 3 business days. Applications are subject to approval and must include the special circumstances under which the



student wishes to defer.

These may include:

- a physical or psychological illness;
- personal or family circumstances, including a death or illness of a close relative; or
- a change of employment conditions.

Supporting documentation such as medical certificates or a letter from an employer should be supplied. Deferment requests for a reason not listed above will be considered by the IDO General Manager. Students are required to provide a statement in support of their application.

Upon return from deferment, students will be enrolled into the latest version of the course/unit of study on the eCampus. If there has been an update to the course content or competencies under the training package during the deferment period, a student may be required to complete additional assessments in order to meet the latest course requirements. Students are encouraged to save copies of all assessment submissions and feedback prior to deferment as these are removed from the eCampus periodically and may not be accessible upon return from deferment.

If a student has an assessment graded Not Yet Competent at the time of deferral, they may be required to restart that project upon return from deferral or resubmit the outstanding assessment prior to deferral. Specific information related to the student will be provided upon request or prior to a deferral being processed so the student can make an informed decision regarding their study.

If a student is on an instalment plan, payments will continue if there is a balance owing on the current unit or short course fees until they are paid in full.

A student can re-join the course at any point within the 12-month deferment period by emailing [registrar@interiordesignonline.edu.au](mailto:registrar@interiordesignonline.edu.au). Access to the course will be granted within 3 business days.

Upon return from deferment, students will receive the maximum study period for the unit of study or short course. If an extension was granted for the unit of study or short course prior to deferment, no extension is available upon return from deferment.

The IDO administration team will contact a student by email in the weeks leading up to the end of their deferment. If a student does not respond to contact or does not reinstate their enrolment at the end of the deferment period, their enrolment will be cancelled. If any competencies have been achieved during the student's studies, a "Statement of Attainment" will be issued. Should a student later wish to re-enrol into a previously unfinished unit of study or short course, this will be offered with a 50% discount on the unit/short course fee applicable at that time. Any subsequent new enrolment will incur current course fees applicable at that time.