

DEFERMENT POLICY			
Policy Name	Deferment Policy		
Policy No	IDO006		
Version Number	V2	Effective Date	01/01/2023
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> • Refund Policy IDO005 • Withdrawal Policy IDO004 • Course Progression Policy IDO007 		
Associated Procedures	<ul style="list-style-type: none"> • Deferment Procedure • Deferment Checklist 		
Associated Documentation	<ul style="list-style-type: none"> • Student Handbook • eCampus Deferment Form and Information Page • eCampus Course Induction • eCampus Notification of Withdrawal Form • Website Student Support Page 		
<p>Deferment is made available to assist students who are unable to continue with their studies in a career course or accredited short course because of special circumstances outside of their control that have seriously disrupted their study program.</p> <p>Deferment after commencement of your course is allowed in exceptional circumstances and is subject to approval.</p> <p>Applications for deferment must be submitted via the online form found on the Student Hub of the eCampus. Forms submitted go directly to the IDO administration team and must include the special circumstances under which the student wishes to defer.</p> <p>These may include:</p> <ul style="list-style-type: none"> • a physical or psychological illness; or • personal or family circumstances, including a death or illness of a close relative • a change of employment conditions <p>If your reason is medical, then you should supply any relevant medical certificates. If your reason is employment related, then you should supply a statement from your employer on their letterhead. All documentation must include the dates of any relevant events or illnesses.</p> <p>Deferment requests not listed above will be considered by the IDO Education Manager. You will be required to provide a supporting statement in support of your application.</p> <p>Any assessments that a student has completed prior to deferring will be recorded. A student can therefore return to their studies where they left off. However, if there has been an update to the course content or competencies under the training package a student may be required to complete additional work.</p>			

If a student is on an Ezidebit instalment plan payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees may be refunded or retained until recommencement of studies. Units not commenced will be charged upon recommencement. Refer to the refund policy.

You will be advised of the outcome of your deferment application within 3 business days via email.

Upon deferment a student can re-join the course at any point within the 12 months.

The deferment period is a maximum of 12 months unless a special consideration and extension has been agreed by the General Manager. **Only one deferment is permitted during the lifetime of an enrolment.** No deferments are permitted for non-accredited short courses. The length of your deferral will be added to your course completion date.

Upon return from deferment, you will receive the maximum study period for that particular unit of study.

If an enrolment is not reinstated at the end of the deferment period, your enrolment will be cancelled in line with our cancellation policy. A "Statement of Attainment" will be issued listing the competencies achieved prior to deferment. Any subsequent new enrolment will incur current course fees applicable at that time.

Version Control Summary

Version	Date	Author	Details
V2	01/01/2023	Nicole Watts	Updated