

| DEFERMENT POLICY | | | |
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| Policy Name | Deferment Policy | | |
| Policy No | IDO006 | | |
| Version Number | V3 | Effective Date | 01/06/2025 |
| Authorised by | Nicole Watts | | |
| Associated Policies | <ul style="list-style-type: none"> • Withdrawal Policy IDO004 • Refund Policy IDO005 • Course Progression Policy IDO007 • Extension Policy IDO010 | | |
| Associated Procedures | <ul style="list-style-type: none"> • Deferment Procedure • Deferment Checklist | | |
| Associated Documentation | <ul style="list-style-type: none"> • Student Handbook • eCampus Course Introduction • eCampus Deferment Application Form and Information Page • Website Student Support Page | | |

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.

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 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. 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.

| Version Control Summary | | | |
|-------------------------|------------|--------------|---------|
| Version | Date | Author | Details |
| V2 | 01/01/2023 | Nicole Watts | Updated |
| V3 | 01/06/2025 | Nicole Watts | Updated |