

Student Deferment of Offer Policy

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Purpose

To document the policy relating to allowing prospective students who have received an offer in a course of study to apply for a deferment of offer and to ensure that centres have accurate records of prospective students intending to take up their deferred place

Scope

Applies to prospective students who have not formally enrolled, who have received an offer in a nationally recognized or state-wide accredited course, or for international applicants courses registered on CRICOS that are run by Box Hill Institute where deferment is allowed, but who have not formally enrolled.

Policy

The Institute considers 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 their course will be subject to enrolment-related rules and obliged to pay all enrolment-related fees applicable to the year in which they commence their studies.

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

Where a course has been superseded by a later course version during the student's deferment period, the student will be required to enrol in the latest course version available for study, for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

Definitions

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

VTAC – Victorian Tertiary Admissions Centre

Code of Conduct

All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

Responsibilities

Managers are responsible for deciding if a course will allow deferment of offer to eligible applicants and assessing the eligibility of the deferment of offer application.

The **Registrar** is responsible for informing students of the outcome of their application for deferment and the appeal process, and where applicable, notifying centres prior to each enrolment period of applicants who have indicated they intend to take up their deferred place

The **International Students Office** is responsible for notifying centres prior to each enrolment period of international applicants who have indicated they intend to take up their deferred place

Prospective students are responsible for initiating the process by completing the Deferment of Offer Form, paying the prescribed fee and contacting the Registrar, within the prescribed timelines, of their intention to enrol.

Student Support Services provides support to students in the circumstances of a student's appeal against non-granting of deferment, upon a student's request.

The **Appeals Committee** hears appeals against unsuccessful applications for deferment of offer.

References and Compliance Requirements

Australia: Sex Discrimination Act 1984

Australia: Sex Discrimination and Other Legislation Amendment Act 1992

Victoria: Equal Opportunity Act 1995 (amended 1997)

VTAC guide (current version)

ESOS Act 2000 and ESOS Regulations 2001

National Code of Practice (current version)

Related Documents

[Student Deferment of Offer Procedure – Domestic Students](#)

[Inbound International Student Deferment, Suspension or Cancellation of Enrolment](#)

[Student Enrolment Policy](#)

[Students - Leave of Absence Policy](#)

Review

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded.

The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

DOCUMENT CONTROL

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