

## Student Deferment of Offer Procedure Domestic Students

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### Student Deferment of Offer Procedure PROSA11

The procedure for deferment consists of seven (7) components:

1. [Applying for deferment](#)
2. [Establishing if a course will offer deferment](#)
3. [Processing an application for deferment](#)
4. [Appealing against non-granting of deferment](#)
5. [Hearing an appeal against non-granting of deferment](#)
6. [Notifying the prospective student of the appeal decision](#)
7. [Enrolling deferred students](#)

#### 1. Applying for deferment

The prospective student must check whether it is possible to defer the course:

- **Domestic applicants** including VTAC applicants and Direct applicants should contact Student Administration or Course Information about course deferral.
- **International Students** should contact the International Student Office to discuss deferment of offer and the condition pertaining to international students (refer to Inbound International Student Deferment, Suspension or Cancellation of Enrolment).

Deferment is not applicable to all courses and is not automatic.

**Student Administration** or **Managers** provide students with the Deferment of Offer Form

The **prospective student** (VTAC and direct application), prior to the date and time of enrolment:

- obtains a Deferment of Offer Form from Student Administration or Manager
- completes the Deferment of Offer Form, attaching any supporting information
- gives the form plus the administration fee to defer (amount is stated on the form) to the Registrar

The **Registrar**:

- processes the administration fee

- forwards the Deferment of Offer Form to the Manager for approval

**Prospective students who have been granted a deferment** and wish to enrol in another tertiary course must obtain the written permission of the Registrar.

**Prospective students who have not been granted a deferment** may reapply for the course the following year.

## 2. Establishing if a course will offer deferment

The **Registrar** in October of the previous year

- Contacts the Teaching Centre manager to establish if their courses will allow deferment of offer
- Updates the VTAC Course Master List indicating which courses will allow deferment for students applying via VTAC
- Disseminates that information to appropriate staff in the Institute

### The Manager

- Notifies the Registrar of which courses in their Centre will allow deferment

## 3. Processing an application for deferment

The **Manager** within five (5) working days from the receipt of the Deferment of Offer Form:

- Reviews and processes the application for deferment of offer
- Forwards the completed Deferment of Offer Form to the Registrar
- Retains and files, in a safe place within the centre, any confidential information until the expiry of the deferment of offer

The **Registrar** in writing (within three (3) days of receipt of the Deferment of Offer Form):

- Notifies the prospective student of the outcome of their application
- Informs the prospective student, if deferment of offer is approved, of the requirement to notify the Registrar in writing two (2) months before the deferment expires their intention to commence studies
- Advises the prospective student, if deferment of offer is rejected, of the appeal process

## 4. Appealing against non-granting of deferment

**Prospective students** may appeal against non-granting of deferment if they believe that:

- The Institute did not carry out the above procedures
- Personal bias or bad faith was involved in the decision, or

- The student was discriminated against (as specified by the Victorian Equal Opportunity Act 1995 or the Australia. Sex Discrimination Act 1984).

The **prospective student**:

- May consult with the Institute's Student Support Service for support during their process of appeal
- Puts the appeal in writing to the Registrar, within three (3) working days of being notified that they have not been granted deferment, and includes:
  - student name, address and the name of the course
  - grounds for appeal
  - details of any actions followed before the appeal
  - any supporting documentation.

The **Registrar** submits the appeal to the Chair of the VET Board of Studies (or delegate)

## 5. Hearing an appeal against non-granting of deferment

The **Chair of the VET Board of Studies** (or delegate), within five (5) working days from receipt of an appeal, convenes the Appeals Committee.

The Appeals Committee consists of:

- The Chair of the VET Board of Studies (or delegate)
- An academic staff member nominated by the VET Board of Studies (or delegate), not from the same Centre as the prospective student seeking a deferment of offer
- The General Manager, Health Sciences and Access/Students
- The Registrar acts as an Executive Officer to the Appeals Committee but is not a member of the committee

The **Registrar** advises the prospective student and Manager in writing at least two (2) working days prior to the hearing, notifying them of the date, time and venue of the hearing.

The **prospective student**:

- May submit any additional information to the Appeals Committee to support the application
- Shall have the right to appear personally at the Appeals Committee and/or choose a representative to be present
- Advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application

- Advises the Registrar if he/she wishes to question any person giving evidence at the hearing of the Appeals Committee

**The Appeals Committee** shall:

- Satisfy itself that both the Manager concerned and the student have been given not less than two (2) working days prior notice in writing of the hearing
- Give both the Manager and the prospective student concerned the right to be heard in person or in writing or both
- Give both the Manager and the prospective student the right to provide further relevant supporting evidence at the hearing.

**The Manager:**

- May be required to answer questions concerning the original recommendation
- Advises the Registrar if he/she wishes to provide relevant supporting evidence at the hearing of the Appeals Committee
- Advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application

Only members of the Appeals Committee will be present when the determination is made.

**The Appeals Committee** may:

- Disallow the appeal and confirm the previous decision, or
- Allow the appeal and determine that the student be entitled to the deferral for which they applied.

## **6. Notifying the prospective student of the appeal decision**

The **Registrar** within three (3) working days of the hearing:

- Advises the student, in writing, of the outcome, stating the reasons if the appeal has been disallowed
- Forwards a copy of the minutes, which includes the recommendations, to the Appeals Committee members
- Advises the Chair of the VET Board of Studies (or delegate) to include the minutes as an agenda item for the next meeting of the VET Board of Studies

## **7. Enrolling deferred students**

The **prospective student** must notify the Registrar in writing, two (2) months before the period of deferment expires, their intention to commence studies. Failure to do so will result in a loss of place in the course of study.

The **Registrar** sends a list of names of prospective students, whose deferment is due to expire, indicating their intention to enrol to the Manager prior to the next enrolment period.

The **Manager** notifies the prospective student in writing of the date, time, and venue of enrolment plus any other applicable information.

## Forms

- [Deferment of Offer Form](#)