

<b>DEFERMENT POLICY</b>			
<b>Policy Name</b>	<b>Deferment Policy</b>		
<b>Policy No</b>	<b>STU07</b>		
<b>Version Number</b>	V4	<b>Effective Date</b>	01.07.2018
<b>Authorised by</b>	Nicole Watts		
<b>Associated Policies</b>			
<b>Associated Procedures</b>	<ul style="list-style-type: none"> <li>▪ STU07A Deferment Procedure</li> <li>▪ STU07B Deferment Checklist V10</li> </ul>		
<b>Associated Documentation</b>	<ul style="list-style-type: none"> <li>▪ eCampus Online Deferment Form</li> <li>▪ Student Handbook (Student Hub, Course Induction, Online Enrolment Form)</li> <li>▪ eCampus Course Induction</li> <li>▪ Student Hub/Deferral Information &amp; Form</li> <li>▪ Website: Policies page</li> </ul>		
<p>Deferment is made available to assist students who are unable to continue with their studies in the current semester because of special circumstances outside of their control that have seriously disrupted their study program. Deferment after commencement of your course or unit of study is allowed in exceptional circumstances.</p> <p>Before completing a deferment application it is recommended that you first meet with either the Registrar or General Manager.</p> <p>Applications for deferment must be submitted to the Registrar and must include the special circumstances under which the student wishes to defer. These may include:</p> <ul style="list-style-type: none"> <li>• a physical or psychological illness; or</li> <li>• personal or family circumstances, including a death or illness of a close relative; or</li> <li>• a change of employment conditions</li> </ul> <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>A student may defer from a unit of study on or before the census date as listed on the Schedule of Vet Tuition Fees. This date applies to both students on an instalment plan and or VET funding. All students will receive a Fee Notice at least 2 weeks prior to each census date period.</p>			

The schedule is available on the Sydney Design School website and in the Student Hub of the eCampus. A student may defer from a unit of study after the census date but will be required to pay for the units commenced if on an instalment plan or VET funding (if that option was selected). 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 will be refunded. Units not commenced will be charged upon recommencement.

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

Upon deferment you are required to re-continue in the next intake, subject to availability. 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.

Should you choose not to re-instate your enrolment at the end of the deferment period, your enrolment will be cancelled and 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
V1	23.03.2011	Amanda Grace	
V2	01.05.2013	Ashleigh Kidd	
V4	21.05.2018	Emma Lander	