

<b>DEFERMENT POLICY – DOMESTIC STUDENTS</b>			
<b>Policy Name</b>	<b>Deferment Policy</b>		
<b>Policy No</b>	<b>STU07A</b>		
<b>Version Number</b>	V5	<b>Effective Date</b>	08.07.2020
<b>Authorised by</b>	Nicole Watts		
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Attendance Policy <b>STU26A</b></li> <li>• Non-Communication policy <b>STU25A</b></li> <li>• Assessment Submission Policy <b>LERN11</b></li> <li>• Assessment Extension Policy <b>LERN11A</b></li> <li>• Assessment Appeal Policy <b>LERN12A</b></li> <li>• Assessment Resubmission Policy <b>LERN14A</b></li> <li>• Course Progression Domestic Policy <b>STU21A</b></li> </ul>		
<b>Associated Procedures</b>	/ <b>STU07B</b> Deferment Procedure		
<b>Associated Documentation</b>	/ STU07D Deferment Checklist / eCampus Online Deferment Form / Student Handbook / eCampus Course Induction / Student Hub/Deferral Information & Form / Website: Policies page		
<b>Standard</b>	/ Guide to Standards 2015 for RTO's		
<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.</p> <p>Deferment after commencement of the course or unit of study is allowed in exceptional circumstances.</p> <p>Before completing a deferment application it is recommended that students first meet with either the Student Administrator or General Manager.</p> <p>The Online Deferment Form is available in the Student Hub on the eCampus under Important Forms and is submitted directly to the Student Administrator. Applications 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 the reason is medical, then students should supply any relevant medical certificates. If the reason is employment related then students should supply a statement from their 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</p>			

and/or VET funding. All students will receive a Fee Notice at least 2 weeks prior to each census date period.

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 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.

Students will be advised of the outcome of their deferment application within 3 business days via email.

Upon deferment students 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 students choose not to re-instate their enrolment at the end of the deferment period, the 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	
V3	21.05.2018	Emma Lander	
V4	16.01.2020	Nicole Watts	
V5	08.07.2020	Nicole Watts	