

POLICY: Deferment Policy	
Objective	The aim of this policy is to assist students unable to continue their studies as planned to pause their enrolment and return to their course in the future.
Policy Name	Deferment Policy
Policy No	STU05A_SDS
Associated Policies and Procedures	LERN11A_SDS_Assessment Submission Policy LERN12A_SDS_Assessment Resubmission Policy LERN13A_SDS_Assessment Extension Policy LERN14A_Assessment Appeal Policy STU04A_SDS_Attendance Policy STU08A_SDS_Course Progression Policy
Associated Documentation	STU05C Deferment Checklist Deferment Application Form Student Handbook eCampus Course Induction Website Student Support Page
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 2, Division 2: 2.3 Part 2, Division 4: 2.6
Authorised by	Nicole Watts
Date and Version	V1 06/07/2008 V2 23/03/2011 V3 01/05/2013 V4 21/05/2018 V5 16/01/2020 V6 08/07/2020 V7 01/07/2025

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 the course or unit of study is allowed in exceptional circumstances.

Before completing a deferment application, it is recommended that students first meet with the Operations and Learning Advisor. To apply for a deferral, students must submit the Deferment Application Form, located on the Student Hub on the eCampus which is submitted directly to the Student Enrolment Administrator. Reasons for deferment must be included in the application form.

These may include:

- / a physical or psychological illness; or
- / personal or family circumstances, including a death or illness of a close relative; or
- / a change of employment conditions

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.

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 VSL funding. The schedule is available on the Sydney Design School website, and contained within the fee notice sent by email. 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 or held in credit for future units. 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.

Students are required to resume their studies 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. Students are responsible for contacting Sydney Design School to resume their studies within this period. Only one deferment is permitted during the lifetime of an enrolment.

Should students choose not to, or fail to, reinstate 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.

If a student has outstanding assessments at the time of deferral (assessments marked Not Yet Competent or not submitted from units of study incurred), the student will have 30 days from the date of processing of their deferral to submit the assessments. Any incomplete projects or units of study after this time will need to be repeated upon return to study and may incur an additional fee. It is strongly recommended that students discuss this with the Operations and Learning Advisor prior to deferral and where possible, defer between units of study.

eCampus access is suspended at the time of deferral or after 30 days if assessments are to be submitted within that time.

Upon return from deferral, 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 deferral as these are removed from the eCampus periodically and may not be accessible upon return from deferral.