## **QMS Online**

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# Student Deferment of Offer Procedure - Box Hill Institute and CAE

Rel	ate	d Policy		
Pro	ced	lure	Responsibility	
1.	a)	<ul> <li>tablishing if a course will offer deferment:</li> <li>Student Administration in October of the previous year:</li> <li>Contacts the Teaching Centre manager to establish if their courses will allow deferment of offer.</li> <li>Updates the VTAC Course Master List indicating which courses will allow deferment for students applying via VTAC</li> <li>Disseminates that information to appropriate staff in the Institute/CAE.</li> <li>Teaching Centre Manager</li> <li>Notifies Student Administration of which courses in the Centre will allow deferment.</li> </ul>		Registrar's Centre  Teaching Centre  Manager
2.	-	As deferment  As deferment is not applicable to all courses and is not automatic, the prospective student must check whether it is possible to defer the course:		Prospective Student
		• Domes	stic applicants including VTAC applicants and direct ants should contact Student Administration or Course action about course deferral.	
		Studer pertaii Interna	ational Students should contact the International at Office to discuss deferment of offer and conditions ning to international students (refer to Inbound ational Student Deferment, Suspension or lation of Enrolment).	
	b)		ective student (VTAC and direct application), prior to nd time of enrolment:	Prospective Student
			s a Deferment of Offer Form from Student istration or Manager;	
			etes the Deferment of Offer Form, attaching any rting information;	
		•	he form plus the administration fee to defer (amount ed on the form) to the Registrar.	
	c)	Student Ad	dministration:	
		• proces	ses the administration fee, and	Registrar's Centre
			ds the Deferment of Offer Form to the Centre ger for approval.	

#### 3. Processing and application for deferment

- a) The Teaching Centre Manager within five (5) working days from the receipt of the Deferment of Offer Form:
- Teaching Centre Manager
- Reviews and processes the application for deferment of offer;
- Forwards the completed Deferment of Offer Form to Student Administration;
- Retains and files, in a safe place within the centre, any confidential information until the expiry of the deferment of offer.

Registrar's Centre

- b) Student Administration, in writing (within five (5) working 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, of their intention to commence studies;
  - Advises the prospective student, if deferment of offer is rejected, of the appeal process.

**Prospective students who have been granted a deferment** and wish to enrol in another 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.

#### 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 Equal Opportunity Act (1995) Vic or Sex Discrimination Act 1984 (Cth).
- a) 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:
    - o student name, address and the name of the course
    - o grounds for appeal
    - o details of any actions followed before the appeal
    - o any supporting documentation.
- b) The Registrar submits the appeal to the Chair of the VET Board of Studies (or delegate).

Prospective Student

Registrar

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

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

Chair of VETBOS

The Appeals Committee will consist 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, and
- the General Manager, Health Sciences and Access/Students, and

The Registrar acts as an Executive Officer to the Appeals Committee but is not a member of the committee.

Registrar

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

Registrar

- c) 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.

Prospective Student

- d) The Appeals Committee shall:
  - Satisfy itself that both the Teaching Centre Manager concerned and the student have been given no 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.

Appeals Committee

- e) The Teaching Centre 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.

Teaching Centre Manager

	f)	<ul><li>Disallo</li><li>Allow to the</li></ul> Only mem	Is Committee may: w the appeal and confirm the previous decision, or the appeal and determine that the student be entitled deferral for which they applied. bers of the Appeals Committee will be present when hination is made.	Appeals Committee		
6.	No	tifying the prospective student of the appeal decision				
0.	a)	The Regist  • Advises	rar within three (3) working days of the hearing: the student, in writing, of the outcome, stating the sif the appeal has been disallowed.	Registrar		
			ds a copy of the minutes, which includes the nendations, to the Appeals Committee members.			
		include	the Chair of the VET Board of Studies (or delegate) to the minutes as an agenda item for the next meeting /ET Board of Studies.			
7.						
	a)	writing, tw their inten	ective student must notify Student Administration in to (2) months before the period of deferment expires, tion to commence studies. Failure to do so will result place in the course of study.	Prospective Student		
	b) Student Administration sends a list of names of prospective students, whose deferment is due to expire, indicating the intention to enrol to the Centre Manager prior to the next enrolment period.		whose deferment is due to expire, indicating their o enrol to the Centre Manager prior to the next	Registrar's Centre		
	c) The Teaching Centre Manager notifies the prospective student in writing of the date, time, and venue of enrolment plus any other applicable information.			Teaching Centre Manager		
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### **Associated Files**

- 1. Student Deferment of Offer Policy BHI and CAE
- 2. Student Enrolment Policy BHI and CAE
- 3. Student Leave of Absence Policy BHI and CAE
- 4. Student Enrolment Procedure BHI and CAE
- 5. Student Leave of Absence Procedure BHI and CAE
- 6. Deferment of Offer Form