



CHRISTIAN HERITAGE COLLEGE

POLICY: Deferral for Domestic Students

Policy Group(s):	Group C: Administration – 3: Students (Ref: C3/0909.1-0511)		
Related Policy:	Grievance Policy and Procedures for Domestic Students – Non Academic Grievances Time Limits for Course Completion Withdrawal for Domestic Students		
Commencement Date:	September 2009	Review Date:	May 2016

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) recognises that circumstances in a person's life may change between when they apply for a place in a CHC course and when that course commences. At times it may be beneficial for students to defer the commencement of their studies for a short period of time.

Formal application for deferral assists admissions in tracking those applicants who would seek to commence their study within six to twelve months of their successful application.

Scope:

Restrictions: Overseas students (subject to visa conditions)

Exclusions: Nil

Objectives:

1. To provide clear guidelines concerning deferral for applicants and admissions staff.
2. To facilitate a smooth pathway for deferral for students.
3. To provide clear guidelines for processing applications.

Policy Provisions:

1. General

- 1.1 Deferral from a course of study at CHC is available for up to twelve months after an offer of a place is made.
- 1.2 Successful applicants who do not wish to commence their course of study at CHC in the semester for which the offer of a place is made must apply for a deferral either through the QTAC acceptance process or directly to CHC.
- 1.3 Successful applicants seeking a deferral from a Semester 1 commencement will receive automatic approval. The deferral period is for either six or 12 months.
- 1.4 Successful applicants seeking a deferral from a Semester 2 commencement must demonstrate their circumstances changed between the time of their initial application for an offer of a place at CHC and the offer of that place. The deferral period is for six

months.

1.5 Applications for deferral do not attract a fee.

2. Formal Approval

2.1 All applicants who have an approved deferral will have their offer of a place held open for the period of the approval.

2.2 These applicants do not have to reapply for their course of study to take up their deferred place, but should inform CHC of their intention to commence their studies at the end of their deferral period.

2.3 Should an applicant choose not to take up their offer of a place at the end of their deferral period, their offer will lapse and they will need to re-apply either through QTAC or directly to CHC whichever is appropriate to their course of study.

3. Communication

3.1 The Admissions Officer will communicate the outcome of each application for deferral via electronic communication.

Supporting Procedures and Guidelines:

1. Applicant Procedure

1.1 If the offer of a place was made through QTAC, respond through the QTAC Online Service.

1.2 If the offer of a place was made directly by CHC, apply in writing to the Admissions Officer, outlining the reasons for the application.

1.3 At the end of the deferment period, please contact the CHC Admissions Officer to indicate your intention to take up the offer of the place in the following study period.

2. Staff Procedure

2.1 Upon receipt of an application the Academic Registrar will assess the application taking into account the semester for which the offer has been made and the circumstances surrounding the application.

2.2 The Admissions Officer will communicate the outcome of the application to the applicant by electronic means and keep a record of the communication in the Applications Database.

2.3 As the period of deferment draws to a close, the Admissions Officer will contact the applicant to ascertain their intention to take up their offer of a place in the following study period.

3. Guidelines

No financial or academic penalties apply.

Please note the date of deferral is the date on which the application is received by CHC.

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation HESA – Fairness Requirements

ACCOUNTABILITIES

Implementation: Schools

Compliance: Academic Registrar

Monitoring and Evaluation: Academic Registrar and Deans

Development/Review: Academic Registrar

Approval Authority: CHC CEO

Interpretation & Advice: Academic Registrar's Office

WHO SHOULD KNOW THIS POLICY?

Students
Deans
Academic Staff
Admissions
Academic Administration Staff
Business Office Staff – Financial Management/Fees

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- The ratio of successful: unsuccessful deferrals
- The number of applicants who take up their offer of a place.

Other:

Definitions and Acronyms: CHC - Christian Heritage College
QTAC – Queensland Tertiary Admissions Centre

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C3/0909.1	Yes	September 2009	Academic Board	4.4

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0909	Approved	17/09/2009	Academic Board	4.2
0511	Approved	26/05/11	Executive	4