



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Deferral for Domestic Students**

<b>Policy Group(s):</b>	Group C: Administration – 3: Students (Ref: C3/0909.1-0518)
<b>Related Policy:</b>	Grievance Policy Domestic Students – Non-Academic Grievances Time Limits for Course Completion Withdrawal for Domestic Students
<b>Commencement Date:</b>	September 2009
<b>Review Date:</b>	June 2018
<b>Scheduled Review Date:</b>	June 2023

### **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:**

*Restricted to:* Domestic students

*Excludes:* Overseas students

#### **Objectives:**

1. To provide clear guidelines concerning deferral for applicants and admissions staff.
2. To facilitate a smooth pathway for domestic students who are seeking to defer the commencement of their studies at CHC.
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 QTAC Online Services process or directly to CHC, whichever is appropriate to their course of study.
- 1.3. Applications for deferral do not attract a fee.

- 1.4. Successful applicants seeking a deferral from a Semester 1 commencement will receive automatic approval.
  - 1.4.1. The deferral period is for either six or 12 months.
- 1.5. 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.
  - 1.5.1. The deferral period is for six months.
- 1.6. The date of deferral is the date on which the applicant responds through QTAC Online Services or an application is received by CHC (see Supporting Procedures and Guidelines 1).

## 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 deferral.
- 2.2. Applicants for whom deferral has been approved do not need to reapply for their course of study to take up their deferred place but are to inform CHC of their intention to commence their studies at the end of the period of the deferral.
- 2.3. Should an applicant choose not to take up their offer of a place at the end of the period of the deferral, 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 CHC Admissions Officer will communicate the outcome of each application for deferral via email.

### Supporting Procedures and Guidelines:

#### 1. Applicant Procedure

- 1.1. If the offer of a place was made through QTAC, students are to respond through the QTAC Online Service.
- 1.2. If the offer of a place was made directly by CHC, students are to apply in writing via email to the CHC Admissions Officer, outlining the reasons for the application.
- 1.3. At the end of the deferment period, students are to contact the CHC Admissions Officer to indicate their 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 CHC Admissions Officer will communicate the outcome of the application to the applicant via email and keep a record of the communication in the Applications Database.
- 2.3. As the period of deferral draws to a close, the CHC Admissions Officer will contact the applicant to ascertain their intention to take up their offer of a place in the following study period.

### POLICY FURTHER INFORMATION

<b>Relevant Commonwealth/ State Legislation</b>	HESA – Fairness Requirements Higher Education Standards Framework (HESF 2015)
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## ACCOUNTABILITIES

<b>Implementation:</b>	Deans
<b>Compliance:</b>	Academic Registrar
<b>Monitoring and Evaluation:</b>	Academic Registrar
<b>Development and Review:</b>	Director of Quality and Standards
<b>Approval Authority:</b>	Academic Board
<b>Interpretation and Advice:</b>	Academic Registrar

## WHO SHOULD KNOW THIS POLICY?

Students  
Deans  
Academic staff  
Admissions staff  
Academic Administration staff  
Business Office staff

## 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  
Dean – the head of the School administering a course, includes the Executive Director, Millis Institute  
QTAC – Queensland Tertiary Admissions Centre  
School – the academic organisational units of CHC, includes the Millis Institute

## 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	26/05/2011	Executive	4
0518	Approved	31/05/2018	Academic Board	5.1