

Deferral Policy

Version	Approved by	Approval date	Review date
01	Board of Directors	August 2024	September 2026

Administrators Responsible	Dean, Registrar
Purpose & Scope	The International School of Global Leaders (ISGL) establishes this Deferral Policy under the oversight of the Academic Board. It is designed to be consistent with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and applies to all domestic and international applicants and students of ISGL.

Policy Principles

- An applicant holding an offer from ISGL may request a deferral to begin their course with the subsequent intake cohort, prior to their enrollment commencement date.
- Exceptional circumstances are defined as significant events beyond an applicant's control, which necessitate a deferral. Such events include severe illness, experiencing a serious crime, substantial personal or family issues, or bereavement. Documentation must support deferral applications based on exceptional circumstances.
- Enrolled students may request a deferral due to exceptional circumstances as defined in 'b' above, which will be evaluated by the Dean in conjunction with the Registrar.
- Deferrals will not be granted to students who plan to embark on an alternative course at ISGL or any other registered education provider during the deferral period.
- Deferrals will not be approved if they extend beyond the maximum course duration or the student's visa validity, in adherence to the National Code.
- International students whose deferment may affect their study period must consult with immigration authorities to determine any visa implications, including the requirement for a new visa, following National Code guidelines.
- The Registrar will assess deferral applications considering course capacity and resource planning, ensuring the quality of delivery and availability of support services are not compromised.
- Students contemplating deferral have access to ISGL's support services, including counseling and academic advising, to assist in making informed decisions about their enrollment.
- Applicants must submit valid and verifiable documentation to support their deferral requests, such as medical certificates or police reports, which will be treated with strict confidentiality in accordance with privacy laws.

Procedure

1. Pre-Enrollment Deferral

- Applicants must submit a Deferral Request Form (Appendix 1) to the Registrar to request deferment to the next cohort before the course commencement.
- The Registrar will evaluate deferral requests based on cohort capacity and exceptional circumstances, following the stipulations of the National Code.
- Confirmed deferral for applicants will be communicated in writing, securing a place in the next cohort, subject to availability and compliance with the National Code.
- Should a course be discontinued, applicants with a deferred place will be notified of alternative courses.

2. Post-Enrollment Deferral

- Enrolled students seeking deferral must complete a Deferral Request Form (Appendix 1) and submit it to the Program Administration Office.
- The Program Administration Office will coordinate with the Dean and the Registrar to review the application against evidence of exceptional circumstances.
- The decision will consider the National Code's requirements, specifically the allowable duration for course completion.

- iv. Upon approval, the Registrar's Office will issue written confirmation to the student and ensure updates to internal and external records, such as the Provider Registration and International Student Management System (PRISMS), as required by the National Code.
- v. Student fees adjustments or refunds will be managed in accordance with the deferral approval.

Appeals

- a. Should a deferral request be denied, the student has the right to appeal against the decision within 20 working days by following the 'Student Grievance and Appeals Procedures', ensuring a fair and impartial review process.
- b. Decisions regarding deferral requests may be appealed. Students and applicants must follow the ISGL “Student Grievance and Mediation Policy and Procedures” to ensure their appeal is handled fairly, transparently, and in line with the National Code.

Related Documents

- a. Admission Policy
- b. Student Grievance and Mediation Policy and Procedures
- c. Student Refund Policy

APPENDIX 1
DEFERRAL REQUEST FORM

Instructions:

Complete this form to request a deferral of your course commencement date or a pause in your current studies. Provide accurate information and ensure all sections are filled out accurately. Attach any required supporting documents to avoid delays in processing. Submit the form to the Program Administration Office as per the instructions below.

Please indicate type of Deferral Request:

- ☐ Pre-Enrollment Deferral (Before course commencement)
- ☐ Post-Enrollment Deferral (After course commencement)

Section 1: Personal Details

Full Name: _____

Student ID: _____

Date of Birth (DD/MM/YYYY): _____

Contact Number: _____

Email Address: _____

Current Address: _____

Section 2: Course Details

Course Name: _____

Faculty/School: _____

Expected Commencement Date: _____

Proposed Deferral Period: _____

(Note: Deferral period must align with course start dates and visa conditions)

Section 3: Reason for Deferral

Reason for requesting deferral (tick the appropriate reason):

- ☐ Personal illness or injury (medical documents required)
- ☐ Illness or death of a close family member (documentation required)
- ☐ Traumatic personal event (police report or psychological evaluation required)
- ☐ Other (please specify and provide documentation): _____

Section 4: Supporting Documentation

Please provide a list of documents attached to support your deferral request:

1. _____
2. _____
3. _____
4. _____

(Note: Incomplete applications without required documentation will not be processed)

Section 5: Declaration and Signature

I declare that the information provided in this application is true and correct. I understand that submitting false information may result in the rejection of my deferral request or future disciplinary action. I have read and understood the Deferral Policy and agree to abide by the terms outlined therein.

Signature: _____ Date: _____

For Office Use Only

Received By: _____

Date Received: _____

Decision: ☐ Approved ☐ Denied

Reason for Decision: _____

Registrar's Signature: _____ Date: _____