



# **DOMESTIC STUDENT DEFERRAL POLICY AND PROCEDURE**

## 1. Overview

- 1.1 Skyline Higher Education Australia (“SHEA”) puts student well-being at the centre of its teaching philosophy. While SHEA recommends that a student undertakes their studies in a continuous and regular sequence, it also recognises that there are circumstances where a student may need to defer their studies to deal with personal issues. This policy and procedure explains the process and rules for student deferral in such circumstances.
- 1.2 For the purposes of this policy the term deferral also includes a leave of absence.
- 1.3 This policy does not apply to international students who should refer to the *POL023B International Student Deferment, Suspension and Cancellation of Study Policy and Procedure*.

## 2. Student deferral process

- 2.1 It is highly recommended that if a student is thinking of deferring their studies that they speak to a Student Support Officer so that they are fully informed about their options. Students are provided with details of how to contact student support during orientation and can always email [admin@shea.edu.au](mailto:admin@shea.edu.au) to discuss any issues affecting their studies.
- 2.2 Despite the ability to defer their studies, students are still required to meet the rules regarding the maximum duration allowed to complete their course, as per section 2 of the *POL025 Student Progression and Exclusion Policy and Procedure*.
- 2.3 Deferrals will normally be granted for a maximum period of 12 months. Where more than one deferral is requested during the duration of a course the cumulative period should not be more than 12 months.
- 2.4 A student who wishes to defer from their course must complete the *FRM014 Domestic Student Request for Deferral of Studies Form* located on the website: [www.shea.edu.au](http://www.shea.edu.au) and submit in accordance with the instructions on the form.
- 2.5 The Course Coordinator will review the request for a deferral and ensure that the student will still be able to meet the maximum course duration requirements for their course.
- 2.6 The Course Coordinator will advise the student in writing within ten working days of receiving the request notifying the student if their request for a deferral of studies has been granted, or not. Where a deferral has not been granted reasons will be included in the response to the student.
- 2.7 The request for a deferral and its outcome will be recorded on the student record.
- 2.8 If a student does not return on the agreed date then the rules around SHEA-initiated termination of enrolment will apply as per section 2.3 of the *POL025 Student Progression and Exclusion Policy and Procedure*.
- 2.9 A request for deferral can only cover future study periods. If a student is currently studying and wishes to defer their studies including the current study period then they will need to withdraw from the subject(s) they are currently undertaking in line with the *POL028A Domestic Student Withdrawal and Refund Policy and Procedure*.

## 3. Review of a decision

- 3.1 A student may request a review of a decision made under this policy. The grounds for a review are that the decision is inconsistent with this policy. Requests for review must be made in writing and lodged with the Dean within ten working days of the student receiving

written notification of the decision. The Dean will respond in writing to the request for review within twenty working days and may confirm or vary the decision.

- 3.2 If a student remains dissatisfied with the outcome of their request for a review they may utilise SHEA's *POL024 Student Grievance Handling Policy and Procedure*.
- 3.3 All decisions made by the Dean in regards to reviews of decisions under this policy will be reported to and reviewed by the Learning and Teaching Committee.

#### 4. Student Withdrawal

- 4.1 A request for deferral of studies does not automatically trigger a withdrawal from any subjects that a student is currently undertaking.
- 4.2 The process for a student to withdraw from one or more subjects during a study period, and the financial implications of that withdrawal, is covered in the *POL028 Domestic Student Withdrawal and Refund Policy and Procedure*.

#### 5. Related documentation

- FRM014 Domestic Student Request for Deferral of Studies Form
- POL025 Student Progression and Exclusion Policy and Procedure
- POL024 Student Grievance Handling Policy and Procedure
- POL028A Domestic Student Withdrawal and Refund Policy and Procedure.

#### 6. Version history

Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	31 August 2022	Document creation and initial approval

Document owner: Registrar