

STUDENT DEFERRAL OF ENROLMENT POLICY AND PROCEDURES

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| Policy Statement | <p>Kent Institute Australia (Kent) recognises that students may need to change the commencement term for their studies in certain circumstances.</p> <p>Applications will be processed and assessed in accordance with the Education Services for Overseas Students (<i>ESOS</i>) Act 2000, National Code of Practice for Providers of Education and Training to Overseas Students Standard 9, Country Education Profiles (CEP) and Tertiary Education Quality and Standards Agency (TEQSA) Higher Education Framework (Threshold Standards) 2015, Standard 1.3.</p> |
| Responsibility for Implementation | Manager Student Services, Student Administration Officers |
| Compliance and Monitoring | Chief Executive Officer (CEO), Executive Manager Student and Campus Services, Manager Risk & Compliance/Governing Board Secretary |

Purpose

This policy and procedure meets the legislative requirements and quality assurance standards relating to students who have a current offer of admission and have not yet commenced their offered course. It establishes an effective process for managing applications for deferral of enrolment.

Scope

This policy and procedure applies to all students who have applied to undertake studies at Kent but who have not yet enrolled and who wish to defer the commencement of their studies.

Aim

Kent recognises that students may need to change the commencement term for their studies in certain circumstances. This document sets out the circumstances in which a student may be eligible to apply for deferment of admission commencement.

PROCEDURE

1.0 Student Request for Deferral

- 1.1 Students may apply for deferral of enrolment in the following circumstances:
- Visa delays
 - Delayed commencement of prior studies
 - Financial reasons
 - Compassionate and compelling circumstances
 - Illness or disability
 - Major political upheaval or natural disaster
 - A traumatic experience

2.0 Submission Request

- 2.1 A student who has received an Offer of Admission – International Student Enrolment Agreement or a Confirmation of Enrolment (CoE) from Kent and wishes to defer the commencement of their studies are required to complete a *Student Deferral Request Form* and submit it to Kent Student Services (Kent Website [MyKent Student Link](#)> FORM – Student Deferral Request Form – *Student Login Required*).
- 2.2 Requests for deferral must be accompanied by supporting documentation as proof of the necessity to defer. Where no supporting documentation is available, a supporting letter explaining the reasons must be provided. Supporting documents may include (but is not limited to):
- Revised Letter of Offer from pathway partner
 - Transcripts from current institution
 - IELTS exam date
 - Visa lodgement date
 - Medical Certificate
 - Death Certificate, and/or
 - Police or Psychologists report

3.0 Deadline for Making a Request for Deferral

Higher Education

- 3.1 Applications for deferral of enrolment by **Higher Education students** must be submitted no later than the Census Date of the Trimester relevant to the current offer. Applications for deferral of admission received after the Census Date will not be considered. Students will be required to apply for re-admission to a future Trimester.
- 3.2 Higher Education students may only defer enrolment to the next available intake and they may only defer enrolment once.

Vocational Education & Training (VET)

- 3.3 Applications for deferral of enrolment by **VET students** must be submitted by onshore students no later than Friday of Week 1 of the relevant Block and for off-shore students no later than Friday of Week 2.
- 3.4 VET students will be granted a deferral of enrolment for a maximum period of six (6) months. Applications for deferral of admission received where the maximum six (6) months deferral has previously been granted will not be considered.

4.0 Review of Request for Deferral of Enrolment

- 4.1 All requests for deferral of enrolment will be considered by the Manager Student Services and assessment will be completed in two (2) working days.
- 4.2 The outcome of the decision to either grant or deny the request for deferral of enrolment will be provided by the Manager Student Services to the student in writing immediately.

5.0 Visas

- 5.1 Students whose deferral application is approved must be advised in writing by the Manager Student Services that deferral may impact their student visa. A new CoE will be issued (where applicable) upon acceptance of the new offer.
- 5.2 Students whose deferral application is not approved (late submission or already been granted a previous deferral) will have the current CoE cancelled unless the student enrolls in accordance with the original offer.

6.0 Notices

Kent must notify the Department of Home Affairs (DHA) through the Provider Registration and International Students Management System (PRISMS) of the deferral of enrolment.

7.0 Records Management

The Manager Student Services and Student Administration Officers are responsible for ensuring all relevant documentation (Student Deferment Request Form, supporting documentation and all incoming/outgoing correspondence) is scanned to the student's file on the Kent Student Information System.

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| Document Title: Student Deferral of Enrolment Policy & Procedures | |
| Date Compiled: 25 th May 2015 | By: Managing Director |
| Due Date for Review: November, 2020 | Website Access Permission: Public |
| Date Updated: 3 rd November, 2016 – no amendment. 30 th October, 2017 (minor amendment) 20 th February, 2018 (minor amendment) 8 th October, 2018 9 th October, 2019 | Reviewed By: Associate Dean/Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Dean |
| Version Control Update (Current): Version 1 – 25 th May 2015 Version 2 – 8 th October, 2018 | Endorsed By: Governing Board Meeting Date: 12 th August, 2015 CEO – 10 th October, 2018 Executive Chair – 9 th October, 2019 |
| AMENDMENTS: 30/10/2017 – Update Policy Statement reference to National Code 2018. 20/02/2018 – update reference to Department of Home Affairs (DHA). 08/10/2018 – 12 month review – minor amendments to update Kent position titles and amend version control. 09/10/2019 – 12 month review – minor amendment to update Kent position titles, Business Management System Hyperlinks and amend version control | |