STUDENT DEFERRAL OF ENROLMENT POLICY AND PROCEDURES

Policy Statement	Kent Institute Australia (Kent) recognises that students may need to change the commencement term for their studies in certain circumstances. Applications will be processed and assessed in accordance with the Education Services for Overseas Students (ESOS) Act 2000, National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 9, Higher Education Framework (Threshold Standards) 2021, Standard 1.3 and Standards for Registered Training Organisations (RTOs) 2015.
Responsibility for Implementation	Executive Manager Student Services, Chief Operating Officer, Manager Student Services and Student Administration Officers.
Compliance and Monitoring	Chief Executive Officer (CEO) / Managing Director, Executive Manager Student Services, , Academic Board, Governing Board.

Purpose

These Policy and Procedures met the legislative requirements and quality assurance standards relating to students who have accepted an Offer of Admission from Kent but have not yet commenced their course. They establish an effective process for managing applications for deferral of enrolment to a later commencement date.

Scope

These Policy and Procedures apply to all domestic and international students who have applied to undertake studies at Kent, accepted an Offer of Admission but have not yet commenced their course and who wish to defer the commencement of their studies to a later date.

Aim

Kent recognises that students may need to delay the commencement for their studies in certain circumstances. This document sets out the circumstances in which a student may be eligible to apply for deferral of the commencement of their studies at Kent.

PROCEDURE

1.0 Grounds for Deferral

Students may apply for deferral of enrolment in the following circumstances:

- Compassionate or compelling circumstances beyond the control of the student including, but not limited to bereavement of close family members, major political upheaval or natural disaster in the home country, a traumatic experience, illness, serious injury or disability, major political upheaval or natural disaster

- Visa delays (overseas students)
- Delayed commencement or termination of prior studies, particularly where those constitute pre-requisites for entry into a Kent course.
- Financial reasons

2.0 Request for Deferral

2.1 A student who has received and accepted an Offer of Admission and where the student is an international student, Confirmation of Enrolment (CoE) from Kent and wishes to defer the commencement of their studies is required to complete a ***Student Deferment Request Form*** and submit it as directed in the Form.

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):

- Letter or revised Letter of Offer from pathway partner
- Transcripts from current institution of study
- Documents pertaining to IELTS examination dates
- Confirmation of Visa lodgement date
- Medical Certificate
- Death Certificate, and/or
- Police or Psychologists Report

3.0 Deadline for Request for Deferral and Applicable Deferral Periods

Higher Education

3.1 Applications for deferral of enrolment by Higher Education students must be submitted no later than 5pm on the Census Date of the commencing Study period (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 no later than 5pm on the Census Date of the Term 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 Term.

3.4 VET students will be granted a deferral of enrolment for a maximum period of six (6) months. Applications for a second or subsequent deferral of admission received where the maximum six (6) months deferral has previously been granted will not be considered.

When the maximal allowable deferral period has lapsed, the student will need to obtain a new Offer of Admission if they still wish to undertake studies at Kent.

4.0 Review of Request for Deferral of Enrolment and Notice of Outcome to Student

4.1 All requests for deferral of enrolment will be considered by the Manager Student Services and assessment will be completed within two (2) working days. 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 no later than two (2) working days.

4.2 The student will be notified that he or she has **twenty (20)** working days to access Kent's Complaints and Appeals Policy and Procedures in the event that they are not satisfied with Kent's decision.

4.3 An overseas student who has had their application for deferral approved will be issued a new CoE (where applicable) and advised of the need to seek advice from Immigration on the potential impact on his or her student visa. All deferrals will be subject to Kent having the relevant student capacity for the student to commence in the later study period.

4.4 Students whose deferral application is not approved, for example where they submitted a request late or were previously approved for deferral will be expected to commence their studies in accordance with the original Offer of Admission. Any student who does not commence in accordance with the original Offer of Admission will have their Course cancelled due to non-commencement, as stipulated in the ***Student Selection and Admission Policy & Procedures*** and will need to re-apply for admission should they wish to study with Kent at a later date. International Students who fail to commence in accordance with the original Offer of Admission, will have their current CoE cancelled.

6.0 Reporting

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

Academic Board will receive a report on enrolment changes including any deferrals of course commencement.

7.0 Records Management

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

Document Title: Student Deferral of Enrolment Policy & Procedures	
Date Compiled: 25th May 2015	**By**: Managing Director
Due Date for Review: November, 2020	**Website Access Permission:** Public
Date Updated: 3rd November, 2016 – no amendment. 30th October, 2017 (minor amendment) 20th February, 2018 (minor amendment) 8th October, 2018 9th October, 2019 6th April, 2022 1st May 2024 31 October 2024	**Reviewed by**: Associate Dean/Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Dean Executive Manager Risk and Compliance/Governing Board Secretary, Executive Manager Governance Systems/Academic Board Secretary Chief Risk and Compliance Officer
Version Control Update (Current): Version 1 – 25th May 2015 Version 2 – 8th October, 2018 Version 3 – 6th April 2022 V4 – 1 May 2024 V5 31 October 2024	**Endorsed by:** Governing Board **Meeting Date:** 12th August, 2015 **CEO** – 10th October, 2018 **Executive Chair** – 9th October, 2019 **V3 – Governing Board**, 6th April 2022 V4 – Managing Director 1 May 2024

	V5 – Academic Board 31 October 2024, Governing Board 4 December 2024

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

06/04/2022 - 24-month review. Revisions to better align wording with the National Code, 2018. Inclusion of Domestic Students to ensure they are covered by the Policy and Procedures. Update of VET deadline for submission to align with the Term delivery model and Census Date, and thereby with Higher Education. Inclusion of Appeal provisions. Additional detail on record keeping and reporting added.

01/05/2024 – Updates for currency concurrent with updates to the Student deferment Request Form to incorporate provisions for Brisbane Campus and partnership arrangements with Indus Institute Pty Ltd.

31/10/2024 – Include of requirement for Kent to have capacity for the student to defer to subsequent study period.