Deferral Policy

Policy Statement
Sage Institute of Education (the Institute) has a flexible transfer policy that may enable a student to defer their studies from one cohort (class study group) to another to accommodate their individual learning needs and unexpected interruptions to their studies to enhance each student’s graduation potential. This policy may be enacted for students who have commenced their course only if the needs of a student cannot be met in the first instance by the Institute’s Student Support Tutorial Program (where applicable), or alternative study arrangements with a Lecturer (Trainer). This policy may be enacted at any time for students who have not commenced their course.

1. Definitions
1.1 Deferral: A deferral occurs when a student defers their studies to a later date yet to be decided and agreed upon. A deferral may apply to a student who has commenced their studies as well as a student yet to commence their studies. In order to accommodate a student’s learning needs or an unexpected interruption in their studies a student may be able to defer, from any point in a VET unit of study, from one class study group to another class study group for up to 6 months after leaving the initial class study group (any deferral will be subject to National Training Package transition requirements).
1.2 Census Date: A census date is a date set by the Institute, no earlier than twenty percent of the way through a VET unit of study, and is the last day a student can withdraw from a unit of study without becoming financially liable for that unit of study.

2. Guidelines
2.1. This section is applicable to students who are enrolled but have not commenced their studies in their original class study group and who defer their studies before the census date.
2.1.1. The abovementioned students (2.1.) will not become financially liable for the original unit of study, and if that student has applied for a VET FEE-HELP loan, the student will not incur the VET FEE-HELP debt in accordance with the VET FEE-HELP guidelines until reaching or passing the census date applicable in the new unit of study they later re-enrol into.
2.2. This section is applicable to students who are enrolled and have commenced their studies and who defer after the census date.
2.2.1. The abovementioned students (2.2) will be financially liable for that unit of study, and if that student has applied for a VET FEE-HELP loan, the student will incur the VET FEE-HELP debt in accordance with the VET FEE-HELP guidelines.
2.3. Student can defer up to 6 months (subject to any qualification transition imposed by industry).
2.4. A deferral fee may apply.

3. Important Note
3.1. If a student commences their studies and remains enrolled in a unit of study, and has not Cancelled, Deferred, or Transferred their enrolment on or before the census date, then that student will be financially liable for that VET unit of study.
3.2. It is the responsibility of the student to attend the class study group they have enrolled into and it is the responsibility of the student, not the responsibility of the Institute, to arrange to Cancel, Defer, or Transfer a student enrolment.
3.3. A student who has enrolled and who does not attend any of the enrolled class study group sessions will not be financially liable for that VET unit of study.
4. **Process**

4.1. This section is applicable for students who **have not** commenced their studies.

4.1.1. An Administration Team member will re-enrol the student into another class study group yet to be determined at a time which is suitable to the student and the Institute. The team member and the student will complete a new enrolment.

4.2. This section is applicable for students who **have** commenced their studies.

4.2.1. If the student wishes to recommence their studies within 6 months of their deferral date (subject to any qualification transition imposed by industry), the student must refer to their Trainer, or campus Lead Trainer, who will determine the student’s progress throughout the course and identify a point in a new class study group which is appropriate to the level of competency obtained by the student. This will be completed at a time suitable to the student and the Institute. The team member will arrange to complete a Deferral Request Form and update the enrolment record.

**Publication**

This Deferral Policy will be made available to students and those seeking to enrol with Sage Institute of Education through publication on the company website: [www.sage.edu.au](http://www.sage.edu.au).

**Status:** Updated Policy

**Key Stakeholders**

Careers Team
Administration Team
Training Team
Quality Team
Student

**Responsibility**

It is the responsibility of the General Manager to ensure compliance with this policy.

**Related Documents**

Deferral Request Form
VET FEE-HELP Information Booklet
Request for VET FEE-HELP Assistance Form

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**Policy Author:** Group Administration Manager