

DOMESTIC STUDENT DEFERRAL POLICY AND PROCEDURE

1. Overview

- 1.1 Kingsford Institute of Higher Education (“KIHE” or “the Institute”) puts student well-being at the centre of its teaching philosophy. While the Institute recommends that students undertake their studies in a continuous and regular sequence, it also recognises that there are circumstances where they 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 This policy does not apply to international students who should refer to the *International Student Deferral, Suspension and Cancellation of Study Policy and Procedure*.
- 1.3 For the purposes of this policy, the term deferral also includes a leave of absence.

2. Student deferral process

- 2.1 It is highly recommended that if a student is considering deferring their studies, they speak to a Student Support Officer to be fully informed about their options. Students are provided with details of how to contact student support during orientation and can always email support@kihe.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 *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 *Request for Deferral of Studies Form* located on the website (www.kihe.edu.au) and submit it following the instructions on the form.
- 2.5 The Course Coordinator will review the request for a deferral and ensure that the student can still 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 them if their request for a deferral of studies has been granted. 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 Institute-initiated termination of enrolment will apply as per section 2.3 of the *Student Progression and Exclusion Policy and Procedure*.
- 2.9 A request for deferral can only cover future study periods. Suppose a student is studying and wishes to defer their studies, including the current study period. In that case, they will need to withdraw from the units of study they are currently undertaking in line with the *Student Withdrawal and Refund Policy and Procedure* – refer to section 4 of this policy.

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. Review requests 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 the Institute's *Student Grievance Handling Policy and Procedure*.
- 3.3 All decisions made by the Dean relating 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 units that a student is currently undertaking.
- 4.2 The Student Withdrawal and Refund Policy and Procedure covers the process for a student to withdraw from one or more units during a study period and the financial implications of that withdrawal.

5. Related documentation

- Request for Deferral of Studies Form
- Student Progression and Exclusion Policy and Procedure
- Student Grievance Handling Policy and Procedure
- Student Withdrawal and Refund Policy and Procedure.
- International Student Deferment, Suspension and Cancellation of Study Policy and Procedure.

6. Version history

Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	14 September 2023	Document creation and initial approval

Document owner: Registrar