

Student Deferment of Offer Procedure - Box Hill Institute

Related Policy	Student Deferment of Offer Policy – BHI	
Procedure	Responsibility	
<p>1. Establishing if a course will offer deferment:</p> <p>a) Student Administration in October of the previous year:</p> <ul style="list-style-type: none"> • Contacts the Teaching Centre manager to establish if their courses will allow deferment of offer. • Updates the VTAC Course Master List indicating which courses will allow deferment for students applying via VTAC. • Disseminates that information to appropriate staff in the Institute. <p>b) Teaching Centre Manager</p> <ul style="list-style-type: none"> • Notifies Student Administration of which courses in the Centre will allow deferment. 	Registrar’s Centre	Teaching Centre Manager
<p>2. Applying for deferment</p> <p>a) As deferment is not applicable to all courses and is not automatic, the prospective student must check whether it is possible to defer the course:</p> <ul style="list-style-type: none"> • Domestic applicants including VTAC applicants and direct applicants should contact Student Administration or Course Information about course deferral. • International Students should contact the International Student Office to discuss deferment of offer and conditions pertaining to international students (refer to Inbound International Student Deferment, Suspension or Cancellation of Enrolment). <p>b) The prospective student (VTAC and direct application), prior to the date and time of enrolment:</p> <ul style="list-style-type: none"> • obtains a Deferment of Offer Form from Student Administration or Manager; • completes the Deferment of Offer Form, attaching any supporting information; • gives the form plus the administration fee to defer (amount is stated on the form) to the Registrar. <p>c) Student Administration:</p> <ul style="list-style-type: none"> • processes the administration fee, and • forwards the Deferment of Offer Form to the Centre Manager for approval. 	Prospective Student	Prospective Student
	Registrar’s Centre	

3. Processing and application for deferment

- a) The Teaching Centre Manager within five (5) working days from the receipt of the Deferment of Offer Form:
- Reviews and processes the application for deferment of offer;
 - Forwards the completed Deferment of Offer Form to Student Administration;
 - Retains and files, in a safe place within the centre, any confidential information until the expiry of the deferment of offer.
- b) Student Administration, in writing (within five (5) working days of receipt of the Deferment of Offer Form):
- Notifies the prospective student of the outcome of their application;
 - Informs the prospective student, if deferment of offer is approved, of the requirement to notify the Registrar in writing two (2) months before the deferment expires, of their intention to commence studies;
 - Advises the prospective student, if deferment of offer is rejected, of the appeal process.

Teaching Centre
Manager

Registrar's Centre

Prospective students who have been granted a deferment and wish to enrol in another course must obtain the written permission of the Registrar.

Prospective students who have not been granted a deferment may reapply for the course the following year.

4. Appealing against non-granting of deferment

Prospective students may appeal against non-granting of deferment if they believe that:

- The Institute did not carry out the above procedures
- Personal bias or bad faith was involved in the decision, or
- The student was discriminated against (as specified by the Equal Opportunity Act (1995) Vic or Sex Discrimination Act 1984 (Cth).

a) The prospective student:

- May consult with the Institute's Student Support Service for support during their process of appeal.
- Puts the appeal in writing to the Registrar, within three (3) working days of being notified that they have not been granted deferment, and includes:
 - student name, address and the name of the course
 - grounds for appeal
 - details of any actions followed before the appeal
 - any supporting documentation.

Prospective Student

- b) The Registrar submits the appeal to the Chair of the VET Board of Studies (or delegate).**

Registrar

5. Hearing an appeal against non-granting of deferment	Chair of VETBOS
<p>a) The Chair of the VET Board of Studies (or delegate), within five (5) working days from receipt of an appeal, convenes an Appeals Committee.</p>	Chair of VETBOS
<p>The Appeals Committee will consist of:</p> <ul style="list-style-type: none"> ○ the Chair of the VET Board of Studies (or delegate); ○ an academic staff member nominated by the VET Board of Studies (or delegate), not from the same Centre as the prospective student seeking a deferment of offer, and ○ the General Manager, Health Sciences and Access/Students, and 	Chair of VETBOS
<p>The Registrar acts as an Executive Officer to the Appeals Committee but is not a member of the committee.</p>	Registrar
<p>b) The Registrar advises the prospective student and Teaching Centre Manager in writing at least two (2) working days prior to the hearing, notifying them of the date, time and venue of the hearing.</p>	Registrar
<p>c) The prospective student:</p> <ul style="list-style-type: none"> • May submit any additional information to the Appeals Committee to support the application. • Shall have the right to appear personally at the Appeals Committee and/or choose a representative to be present. • Advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application. • Advises the Registrar if he/she wishes to question any person giving evidence at the hearing of the Appeals Committee. 	Prospective Student
<p>d) The Appeals Committee shall:</p> <ul style="list-style-type: none"> • Satisfy itself that both the Teaching Centre Manager concerned and the student have been given no less than two (2) working days prior notice in writing of the hearing. • Give both the Manager and the prospective student concerned the right to be heard in person or in writing or both. • Give both the Manager and the prospective student the right to provide further relevant supporting evidence at the hearing. 	Appeals Committee
<p>e) The Teaching Centre Manager:</p> <ul style="list-style-type: none"> • May be required to answer questions concerning the original recommendation. • Advises the Registrar if he/she wishes to provide relevant supporting evidence at the hearing of the Appeals Committee. • Advises the Registrar if he/she wishes to make a verbal 	Teaching Centre Manager

<p>presentation to the Appeals Committee in support of the application.</p> <p>f) The Appeals Committee may:</p> <ul style="list-style-type: none"> • Disallow the appeal and confirm the previous decision, or • Allow the appeal and determine that the student be entitled to the deferral for which they applied. <p>Only members of the Appeals Committee will be present when the determination is made.</p>	<p>Appeals Committee</p>
<p>6. Notifying the prospective student of the appeal decision</p> <p>a) The Registrar within three (3) working days of the hearing:</p> <ul style="list-style-type: none"> • Advises the student, in writing, of the outcome, stating the reasons if the appeal has been disallowed. • Forwards a copy of the minutes, which includes the recommendations, to the Appeals Committee members. • Advises the Chair of the VET Board of Studies (or delegate) to include the minutes as an agenda item for the next meeting of the VET Board of Studies. 	<p>Registrar</p>
<p>7. Enrolling deferred students</p> <p>a) The prospective student must notify Student Administration in writing, two (2) months before the period of deferment expires, their intention to commence studies. Failure to do so will result in a loss of place in the course of study.</p> <p>b) Student Administration sends a list of names of prospective students, whose deferment is due to expire, indicating their intention to enrol to the Centre Manager prior to the next enrolment period.</p> <p>c) The Teaching Centre Manager notifies the prospective student in writing of the date, time, and venue of enrolment plus any other applicable information.</p>	<p>Prospective Student</p> <p>Registrar’s Centre</p> <p>Teaching Centre Manager</p>
<p>Approval Body</p>	<p>CEO</p>
<p>Document ID</p>	<p>PROSA11A</p>
<p>Amendment</p>	<p>8 April 2019 – Minor administrative changes to remove reference to ‘BHIG’ and ‘CAE’</p>

Associated Files

1. Student Deferment of Offer Policy – BHI
2. Student Enrolment Policy – BHI
3. Student Leave of Absence Policy – BHI
4. Student Enrolment Procedure – BHI
5. Student Leave of Absence Procedure – BHI
6. Deferment of Offer Form