

OFFICIAL



STUDENT DEFERMENT OF OFFER POLICY

Version 2.0

Authorised by: CEO

OFFICIAL

Document: Student Deferment of Offer Policy

Document No.: SXP-REG-POL004

Process Area: Student Experience

1 Document Control

Version	Date	Amended by	Changes Made
1	30/10/2012	Registrar	Initial document
2.0	02/12/2019	Registrar	Update to new template and minor amendments.

2 Purpose

To determine the policy and principles applying to prospective students who have received an offer in a course of study and wish to defer their offer acceptance to a later period. To also ensure Student Recruitment and teaching faculties have accurate records of prospective students intending to take up a deferred place.

3 Scope

Applies to prospective Box Hill Institute students, who have received an offer in a nationally recognised qualification or accredited course, a higher education course, a senior secondary course, or for applicants of international courses that are offered by Box Hill Institute where deferment is allowed, but who have not formally enrolled.

Does not apply to apprentices and trainees who are covered by an external agreement,

Does not apply to applicants for pre-accredited or short courses.

4 Policy Statement

Box Hill Institute will consider applications for deferment of offer to a course, for up to the equivalent of one (1) year. Deferment of offer is only available to students prior to enrolment.

Granting of deferment is not automatic, and may be subject to a set percentage of places available in a course.

Prospective students who successfully defer will be subject to pre-enrolment and enrolment-related rules and are obliged to pay all enrolment-related fees applicable to the year in which the student's study in a course commences (not the deferment year).

Secondary VCE and VCAL prospective students will be subject to conditions as published in VCAA's VCE and VCAL Administrative Handbook.

International inbound prospective students may apply for deferment of offer subject to their student visa conditions. International prospective students who defer a course will be obliged to pay the tuition fees applicable to the year in which their study in a course commences.

Where a course has been superseded by a later course version during the prospective student's deferment period, the prospective student will be required to enrol in the latest course version available for study, for the year in which their studies commence (post deferment).

Where a course offering has been cancelled during the prospective student's deferment period, and should the prospective student still wish to pursue study in an alternative course with Box Hill Institute, the prospective student must apply for the alternative course offering via standard course application methods.

Document:	Student Deferment of Offer Policy
Document No.:	SXP-REG-POL004
Process Area:	Student Experience

The Institute reserves the right to deny a prospective student's deferment of offer request for a course where an applicant's behaviour during the deferment of offer request process is incongruent with the Institute's Student Code of Conduct.

Successful deferment of offer applications may be subject to an administrative fee, set annually by the Registrar.

Deferment of offer applications must be lodged by the scheduled enrolment date for the prospective student in the course.

5 Code of Conduct

All applicants are expected to conduct themselves in a manner consistent with the Box Hill Institute Student Code of Conduct.

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

6 Definitions

Term	Definition
BQS	Box Hill Quality Management System
Course	One or more units comprising a course of study, which has a title, and a code in the Student Management System maintained by the Registrar and leads to an award
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Deferment of Offer	Postponement of enrolment, after a place has been offered, in a national qualification or accredited course, a higher education course, a senior secondary course, or a course registered on CRICOS, run by Box Hill institute for a period of up to one year.
Enrolment	Completion of requirements of the Institute by which a student is admitted to pursue a course of one or more units
HE	Higher Education (usually Degree level courses)
Prospective student	An individual who has enquired and/or applied and/or been made an offer in a course of study with Box Hill Institute, but has not yet formally enrolled into the course. The offer may have been made via VTAC or direct from Box Hill Institute
VCAA	Victorian Curriculum and Assessment Authority
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VET	Vocational Education and Training (Certificate I to VET Graduate Diploma level courses)
VTAC	Victorian Tertiary Admission Centre

7 Related Procedures

Documents, Standards and reference material associated with this procedure include:

- Student Deferment of Offer Procedure

Document: Student Deferment of Offer Policy

Document No.: SXP-REG-POL004

Process Area: Student Experience

- Student Pre-enrolment Information Policy & Procedure
- Student Enrolment Policy and Procedure
- Student Leave of Absence Policy and Procedure
- Inbound International Student Deferment, Suspension or Cancellation of Enrolment Policy
- Student Code of Conduct

8 Related Documents

- Box Hill Institute Welcome Booklet

9 Related Forms

- Deferment of Offer Form

10 Related Legislation and Regulations

- Australian Skills Quality Authority Standards for RTOs 2015
- Education Services for Overseas Students Act 2000 (and National Code) ESOS ACT)
- Equal Opportunity Act (2010)
- Higher Education Standards Framework (Threshold Standards) 2021
- VCAA's VCE and VCAL Administrative Handbook
- VTAC System Rules for VTAC and Tertiary Institutions

11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedure.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

12 Review

This policy must be reviewed no later than three years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Responsibilities

The **Registrar** is responsible for implementation of the Student Deferment of Offer policy and procedure.

Teaching Faculty Deans, Faculty Teaching Managers and/or Coordinators are responsible for reviewing and approving applications for a deferment of offer for courses in their faculty.

Student Recruitment are responsible for providing advice to domestic applicants on deferment of offer upon requests as part of the pre-enrolment process, and advising prospective students of pre-enrolment and enrolment steps at the end of the prospective student's deferment period.

Document:	Student Deferment of Offer Policy
Document No.:	SXP-REG-POL004
Process Area:	Student Experience

International Admissions staff are responsible for providing advice to inbound international applicants on deferment of offer as part of the pre-enrolment process, including potential impacts on student visas and confirmations of enrolments.


The **Senior Refunds and Centre Administrator – Registrar’s Centre** is responsible for the receipt of deferment of offer applications, the coordination of application approval with teaching faculties, the notification to prospective students of the outcome of their application, the subsequent monitoring of deferment periods granted including ascertaining a student’s intention to subsequently take up their offer of a place in a course (or not) at the end of the deferment period, and the notifying of a prospective student’s intention at deferment period end to the relevant teaching faculty.

Enrolment Cashiers are responsible for the receipting of any administrative fees incurred as part of the deferment of offer process.

Prospective students are responsible for obtaining, completing and submitting the Deferment of Offer form prior to their enrolment.

14 Policy Owner


The Executive Director of Student Experience is the owner of this policy.

Executive Director Signature	Date Endorsed	Name/Title
	14/01/22	Jennifer Newport Executive Director, Student Experience

Author/s	Name
Registrar	Carolyn Luscombe

15 Approval Body

The CEO is the approval body.

Signature	Date Endorsed	Name/Title
	20 / 1 / 2022	Vivienne King CEO