



STUDENT DEFERMENT OF OFFER PROCEDURE - Version 2.0



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1 Document Control

Version	Date	Amended by	Changes Made
1.0	30/10/2012	Registrar	Initial document
2.0	04/01/2022	Registrar	Update to new template and minor updates.

2 Purpose

Procedure to support the student deferment of offer policy.

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.

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Document: Student Deferment of Offer
Procedure

Document No.: SXP-REG-PRO004

Process Area: Student Experience



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

4 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

5 Procedure

Procedure	Responsibility
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5.1 Applying for deferment of offer

- a) As deferment may not be available to all courses and is not automatic, the prospective student must check whether it is possible to defer the course:
- **Domestic applicants** including VTAC applicants and direct applicants should contact Student Administration or Student Recruitment about course deferral.
 - **International Students** should contact the International Student Recruitment to discuss deferment of offer and conditions pertaining to international students (refer to Inbound International Student Deferment, Suspension or Cancellation of Enrolment).
- b) The prospective student (VTAC and direct application), prior to the date and time of enrolment:
- obtains a Deferment of Offer Form from either Student Administration, Student Recruitment, the relevant Teaching Faculty, or downloads the form from the Institute website;
 - completes the Deferment of Offer Form, attaching any supporting information;
 - gives the form plus the administration fee to defer (amount if applicable is stated on the form) to Enrolment Cashier.
- c) Enrolment Cashier:
- processes the administration fee, and
 - forwards the Deferment of Offer Form to the Senior Refunds and Centre Administrator Registrar's centre for processing
- d) Senior Refunds and Centre Administrator Registrar's Centre:
- registers the application form for tracking
 - forwards the Deferment of Offer Form to the Teaching Faculty for domestic students for approval, or to International Student Recruitment Manager for international students for approval and processing.

Prospective student

Prospective student

Enrolment Cashier

Senior Refunds and Centre Administrator Registrar's Centre

5.2 Processing an application for deferment of offer

- a) The Faculty Teaching Manager and/or Coordinator or International Student Recruitment Manager within five (5) working days from the receipt of the Deferment of Offer Form:
- Reviews and processes the application for deferment of offer;
 - Consults with the Faculty Dean where non-granting of deferment of offer is being considered (domestic students only);
 - Forwards the completed Deferment of Offer Form to Registrar's Centre (domestic students only);
 - Retains and files, in a safe place within the faculty, any confidential information until the expiry of the deferment of offer.
- b) Registrar's Centre, 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.

Faculty Teaching Manager and/or Coordinator, International Student Recruitment Manager

Senior Refunds and Centre Administrator Registrar's Centre

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

Prospective student

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5.3 Enrolling deferred students

a) The prospective student must notify Registrar's Centre in writing, two (2) months before the period of deferment expires, their intention to commence studies. Failure to do so may result in a loss of place in the course of study.

b) Registrar's centre (one month prior to end of deferment period) informs the Teaching Faculty, Student Recruitment and International Admissions where applicable of the prospective student's intention to take up the deferred course offer and enrol in the course (or not) at the end of the deferment period, by sending a list of names of prospective students whose deferment is due to expire, and their intention.

Student Recruitment contact the prospective domestic student / International Student Recruitment contact the prospective international student - to commence their pre-enrolment and enrolment process, plus any other applicable information.

5.4 Appealing against non-granting of deferment of offer

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 (2010)).

a) The prospective student:

- May consult with the Institute's Student Life for support during their process of appeal.
- Puts the appeal in writing to the Registrar, within five (5) 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.

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

5.5 Hearing an appeal against non-granting of deferment of offer

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.

The Appeals Committee will consist of:

- 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 teaching faculty as the prospective student seeking a deferment of offer, and
- the Executive Director, Educational Delivery

The Registrar acts as an Executive Officer to the Appeals Committee but is not a member of the committee

Prospective student

Senior Refunds and Centre Administrator Registrar's Centre

Student Recruitment / International Student Recruitment

Prospective student

Registrar

Chair of VET Board of Studies



<p>b) The Registrar advises the prospective student and Teaching Faculty Dean 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 Faculty Dean concerned and the student have been given no less than two (2) working days prior notice in writing of the hearing.• Give both the Teaching Faculty Dean and the prospective student concerned the right to be heard in person or in writing or both.• Give both the Teaching Faculty Dean and the prospective student the right to provide further relevant supporting evidence at the hearing.	Appeals Committee
<p>e) The Teaching Faculty Dean:</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 presentation to the Appeals Committee in support of the application.	Teaching Faculty Dean
<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.	Appeals Committee
<p>Only members of the Appeals Committee will be present when the determination is made.</p>	
<p>5.6 Notifying the prospective student of the appeal decision</p>	
<p>The Registrar within five (5) 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	Registrar



6 Related Documents

- Student Deferment of Offer Policy
- 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
- Welcome Booklet

6.1 Documents

Term	Definition
ASQA Standards	Australian Skills Quality Authority (ASQA) Standards for RTOs 2015
Education Services for Overseas Students Act 2000 (ESOS Act)	Education Services for Overseas Students Act 2000 (and National Code) (ESOS Act) outlining the requirements underpinning the intake and management of inbound international students for courses on the CRICOS Register.
Equal Opportunity Act (2010)	The Equal Opportunity Act 2010 objectives are to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and to promote and facilitate the progressive realisation of equality.
Higher Education Standards	Higher Education Standards Framework (Threshold Standards) 2021
VCAA's VCE and VCAL Administrative Handbook	Annual manual produced by VCAA outlining required administrative procedures for senior secondary students undertaking VCE or VCAL.
VTAC System Rules for VTAC and Tertiary Institutions	Manual produced by VTAC outlining required rules, regulations and administrative procedures to be adhered to by Institutes offering students a place in a course via the VTAC system and process.

6.2 Risk/Opportunity Assessment

Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Increased compliance	Likely			

7 Related Forms

- Deferment of Offer Form

Document: Student Deferment of Offer
Procedure

Document No.: SXP-REG-PRO004

Process Area: Student Experience



8 Procedure Owner


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

Executive Director Signature	Date Endorsed	Name/Title
		Jennifer Newport Executive Director Student Experience Box Hill Institute

Author	Name
Registrar	Carolyn Luscombe

9 Approval Body

The CEO is the approval body.

Signature	Date	Name/Title
	20 / 1 / 2022	Vivienne King CEO Box Hill Institute