



Cairnmillar
INSTITUTE

Treatment | Education | Research

Deferral and Leave of Absence Policy

Policy name	Deferral and Leave of Absence Policy
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Policy number	SSP006
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Date approved	6 June 2018
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Approving body	The Academic Board
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Responsible officer	The Head of School
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Implementation officer	The Academic Registrar
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Next review date	November 2020
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Linked policies	
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Linked forms	Withdrawal, Deferral and Leave of Absence Form
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Purpose of this policy

This policy details the processes and procedures for leave and deferral that apply to all students who have been made an offer to enrol in, or are enrolled in, a Higher Education coursework program of study at The Cairnmillar Institute (the Institute).

Definitions

Word/Term	Definition
Deferral	Deferral (also referred to as Deferment) is used to describe the status of a student who has been offered a place in a program of study but who does not intend to take up that offer for the forthcoming period. Students who defer their offer are not considered to be a student of the Institute. Not all courses have the option of deferral.
Leave of Absence	Leave of Absence (LOA) is a period of approved absence by a student from the program of study in which they are enrolled. A student who is on LOA is considered to be a student of the Institute.

Deferral

- Students who enrol in a program but apply to defer their place prior to the first census date for their program of study are eligible for deferral until the next intake for a maximum of one year.
- Deferral is normally granted for a maximum of one year regardless of whether the student has been offered a full-time or part-time place in a program.
- Students wishing to extend an initial deferral of less than one year to the maximum period of deferral must apply in writing to the Registrar at least one month prior to the commencement of the teaching period for which they are seeking further deferral.
- Deferrals beyond the maximum period of one year are not approved unless there are exceptional circumstances (as determined by the Head of School or nominee).
- Where a prospective student has not enrolled in a program and unless there are exceptional circumstances (as determined by the Head of School or nominee), an offer lapses after the scheduled day of enrolment.
- Students who are granted a period of deferral are subject to the Government assistance rules and student contribution or tuition fees applicable for students commencing the program in the year the student enrolls in units and genuinely commences their study, unless legislation requires otherwise.

Leave of Absence

- Students who are currently enrolled in a program are eligible to apply for a Leave of Absence (LOA) for a maximum of three teaching periods during any one course.
- The maximum limit applies regardless of whether the student has been offered a full-time or part-time place in a program.
- Leave of absence is not an automatic entitlement. Applications are treated on merit and depend on the reasons for the application. Applications are normally granted in compassionate circumstances but other situations may apply such as work or family commitments.
- Unless there are exceptional circumstances (as determined by the Head of School or nominee), students must have successfully completed at least one teaching period before they are eligible for leave of absence.
- A single leave of absence is normally granted for a maximum of one teaching period.
- Leave of absence for longer than one teaching period can be granted in exceptional circumstances (as determined by the Head of School or nominee) only.
- Students who have outstanding fees in relation to their enrolment are not granted leave of absence until the debt is cleared.
- Students on leave are considered to be a student for the purposes of library access and other entitlements but will not be considered formally enrolled for some purposes because they are not enrolled in any units of study.