



Deferment and Leave of Absence Policy

1. PURPOSE

To establish North Metropolitan TAFE's (the college) policy to

- 1.1 allow deferment across higher education courses of study,
- 1.2 develop a set of guidelines that would govern the frequency and duration of, and allowable circumstances that would pertain to, granting leave to any student enrolled in a higher education course of study.

2. APPLICATION

- 2.1 This policy allows deferment and leave from studies from all of the college's higher education courses of study. All commencing students who have been given a formal written offer and who have not yet enrolled will have the option to defer this offer for one teaching period (6 months) to a maximum of two teaching periods (12 months). Students who enroll in higher education courses of study may apply to take leave from studies at any time.
- 2.2 The college is obliged to comply with the ESOS Act 2000, National Code 2007, Standard 13 - Deferring, Suspending or Cancelling the Student's Enrolment, when assessing deferment or leave from studies applications received from international students. Applications lodged by international students will be assessed according to the college's Deferment and Leave of Absence (ESOS Specific) Procedure.

3. EXCEPTIONS

None.

4. DEFINITIONS

- 4.1 **Deferment:** A period of up to 12 months, normally covering the academic year, before a student, who has been offered a place in a higher education course, enrolls in that course.
- 4.2 **Leave:** Periods of either six or 12 months, covering the normal teaching period(s), when an enrolled student is excused from formal study.
- 4.3 **Offer:** When an applicant to the college is informed in writing that they have a place in a course of study.
- 4.4 **Enrolment:** The process by which a person, having received a written offer of a place, shall enrol by lodging with the Portfolio, a duly completed form of enrolment signed by both the applicant and the course coordinator or person of equivalent authority.
- 4.5 **ESOS Act:** Education Services for Overseas Students Act 2000, as amended from time to time.

5. POLICY STATEMENT

5.1 Deferment

- 5.1.1 Students who have received a written offer of a place in a higher education course will be granted deferment on application. A written application must be made within two weeks of receiving the letter of offer.
- 5.1.2 The maximum period of deferment will be 12 months however deferment for a period of six months may be granted where appropriate. Deferment cannot be offered once a student has enrolled.

5.2 Leave

- 5.2.1 When enrolled, a student may apply for leave from studies extending for at least one teaching period and up to one year.
- 5.2.2 A first application from a student for leave will normally be granted automatically provided the Course Coordinator is satisfied that the reasons are appropriate.
- 5.2.3 A second application will be scrutinised more closely but will be accepted on grounds such as: physical or mental ill health, financial hardship, or clear loss of motivation. Students granted second periods of leave will be warned that third applications may not succeed unless the grounds for leave are serious.
- 5.2.4 Applications for leave from students whose performance warrants appearance before an academic progress committee will only be considered after the decision of the Course Coordinator and Manager of Higher Education has been reached.

6. PRINCIPLES

- 6.1 To enable students access deferment or leave from studies while ensuring the Portfolio's ability to operate efficiently and effectively as possible in enrolling students and ensuring they graduate in a timely manner.

7. RELATED DOCUMENTS

7.1 Student Admissions Policy and Procedure

7.2 Deferment and Leave of Absence Procedure

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
1.1	Approved	19 th Aug 2016	HE Standing Committee	Changes to reporting reflection new structure