




DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	008	
		Policy Database Document Reference Number 111008D

ADMISSIONS PROCEDURES – DEFERMENT

Parent Policy Title	Admissions Policy													
Associated Documents	Admissions Procedures – Special Entry and Access Schemes Admissions Procedures – Application and Selection													
Preamble	<p>Deferment enables students who have gained entry to a course at La Trobe University, but who have not yet commenced their course of study, to delay starting their course.</p> <p>Students who have commenced their course should apply for Intermission or Leave of Absence and are not covered under these procedures.</p>													
General	Deferment of studies will be treated sympathetically and commonly approved for all undergraduate courses, but will be subject to individual decision by course authorities influenced by considerations of access and equity.													
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1. Conditions for deferment of undergraduate courses	<p>Unless the Faculty otherwise determines and publishes this material in the University Handbook for a particular award course, the Selection Officer may approve an application by a student to defer the offer of a place in an undergraduate course, subject to the following provisos:</p> <ul style="list-style-type: none"> • requests for deferment must be lodged prior the commencement of the course; • the maximum duration of a deferment is twelve months. Deferments greater than twelve months can only be granted in exceptional circumstances; • deferment can only be granted for the course in which the student has received the offer of a place; • deferment cannot normally be transferred to the same course at another campus; • granting deferment will not impact on the course or student ie have significant impact on progression 													
2. Deferment of courses other than	Unless the Faculty otherwise determines and publishes this material in the University Handbook for a particular award course deferment is not													

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undergraduate	available for postgraduate and non-AQF award applications.
3. Applying for deferment of an offer of place	<p>The applicant's intention to defer their studies needs to be communicated to the University prior to the date by which the offer must be accepted. If the applicant has completed enrolment paperwork and then wishes to defer, they must notify the University of their intention to defer by 5.00pm on last working day prior to the course commencement date.</p> <p>Applicants must communicate their intention to defer in writing. This may be via the sample "Letter of Deferral" in the Enrolment Guide or similar letter signed by the applicant. Request sent via a personal email accounts will not normally be accepted. Applicants should direct their letter to the "Student Administration Office" on the campus where they have been made an offer.</p> <p>Letters must include the following elements as a minimum requirement:-</p> <ul style="list-style-type: none"> • Student ID Number, • Full Name of Student, • Course • Campus <p>Applicants will be notified of the outcome of their deferment, including the procedures and timelines to be followed to take up the deferred place in the future.</p>
4. Taking up a Deferred offer of place	<p>Applicants with a deferred status:</p> <ul style="list-style-type: none"> • will be advised that they need to confirm their intention to accept their Offer of Place by a specific date, prior to the admission cycle for the following year. For applicants commencing study in Semester 1, this will normally occur in September of the deferred year. • who fail to notify the University that they will be taking up a deferment by the date specified may forfeit that place. • will be forwarded an "Enrolment pack" in late November or early December detailing the procedures that should be followed to confirm their enrolment in the deferred course. Students must only enrol in the course in which they have been offered deferment. Any attempts to enrol in a different course will be treated as a new application for admission.
5. Appeals	<p>Even though applicants are not yet students of the University as defined by the La Trobe University Act 1964, the existing Student Grievance Procedures will apply for an applicant or student who considers themselves to have been disadvantaged by the application of this procedure.</p>
Status	New, but incorporating current University procedures.
Approval Body	Academic Board 19 November 2008 Minute 428.3.4

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Initiating Body	Admissions Success and Retention Committee
Definitions	Not applicable
Date Effective	November 2008
Next Review Date	November 2012
Keywords	Admissions, deferment, leave of absence, delayed admission
Owner/Sponsor	Deputy Vice-Chancellor
Author	Selection and Enrolment Committee
Contact person	Manager, Admissions, Examinations, Graduations and Timetabling