



Cairnmillar
INSTITUTE

Treatment | Education | Research

Deferral and Leave of Absence Policy

Policy name	Deferral and Leave of Absence Policy
Policy number	SSP006
Date approved	4 February 2015
Approving body	The Academic Board (Senatus)
Responsible officer	The Head of School
Implementation officer	The Academic Registrar
Next review date	June 2017
Linked policies	
Linked forms	Deferral Form Leave of Absence Form

Purpose of this policy

This policy details the processes and procedures 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
Academic year	A maximum of twelve months and may incorporate multiple teaching periods, depending on the program in which the student is enrolled.
Deferment	Deferment (also referred to as Deferral) 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. Students who are on LOA are considered to be a student of the Institute.

Deferment

- 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 for a maximum of three trimesters in some courses of study.
- Deferment is normally granted for a maximum of one trimester regardless of whether the student has been offered a full-time or part-time place in a program.
- Students wishing to extend an initial deferment of less than one trimester to the maximum period of deferment must apply in writing to the registrar at least one month prior to the commencement of the teaching period for which they are seeking deferment.
- Deferment beyond the maximum period of a three trimester 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 commences their study, unless legislation requires otherwise.

Leave of Absence

- Students who are currently enrolled in a program are eligible to apply for a maximum of three trimester's Leave of Absence.

- Leave of Absence is not an automatic entitlement. Applications are treated on merit and depend on the student's academic history and reasons for the application.
- Unless there are exceptional circumstances (as determined by the Head of School or nominee), students must have successfully completed at least one trimester year before they are eligible for leave of absence.
- Leave of Absence is granted for a maximum of one trimester regardless of whether the student has been offered a full-time or part-time place in a program. Extensions to this maximum period are granted in exceptional circumstances (as determined by the Head of School or nominee) only.
- Students who change their status from full-time to part-time study are eligible for leave of absence if any leave taken as a full-time student has not exceeded one trimester.
- Students who have outstanding fees in relation to their enrolment are not granted Leave of Absence until the debt is cleared.

Legislation

Higher Education Support Act 2003
www.comlaw.gov.au/