

Deferment of a Course Offer Procedure

Section 1 - Purpose

(1) The purpose of this Procedure is to specify the steps required for a domestic student to defer an offer of admission in accordance with the deferment principles approved by the University.

Scope

(2) This Procedure applies to commencing domestic students entering into a preparatory, undergraduate or postgraduate coursework program / course* of study at Macquarie University.

*Note – In accordance with the [Curriculum Architecture Policy](#), from 1 January 2020 ‘programs’ are known as ‘courses’.

Section 2 - Policy

(3) Refer to the [Admission Policy](#).

Section 3 - Procedure

Responsibilities and Required Actions

Deferment Criteria

Commencing Undergraduate Coursework Students

(4) Commencing undergraduate coursework students may request to defer their offer of admission to a subsequent admission period in the following circumstances:

- a. an undergraduate offer of admission as a domestic student has been received by the student via the [Universities Admissions Centre](#) (UAC); and
- b. the student has not previously deferred an offer to the same program / course of study.

(5) Undergraduate students can only defer their study commencement date by up to one (1) calendar year. This may be extended by an additional year (a total of two years deferment) if the student:

- a. is eligible under the Government Youth Allowance Independent Rate workplace participation criteria; or
- b. is required to serve mandatory military service for a duration of over one calendar year, as required by their home country, or
- c. other approved conditions.

Commencing Macquarie University International College (MUIC) Students

(6) Commencing MUIC students are subject to the same deferment criteria as commencing undergraduate coursework students, except that they may only request to defer their offer of admission to the next available commencing term.

Commencing Postgraduate Coursework Students

(7) Commencing postgraduate coursework students may request to defer their offer of admission to a subsequent admission period in the following circumstances:

- a. a postgraduate coursework offer of admission has been received by the student;
- b. the program / course of study has been approved for deferment by the owning Faculty; and
- c. the student has not previously deferred an offer to the same program / course of study.

(8) Postgraduate students can only defer their study commencement date by up to one (1) calendar year.

Deferment Process

(9) There is a [Deferment of a Course Offer Procedure Flowchart](#) available for this Procedure.

(10) This Procedure requires actions by the following:

- a. Commencing Coursework Students;
- b. Admissions Manager; and
- c. Admissions Officers.

Commencing Coursework Students

(11) Check the [Deferment](#) webpage.

(12) Request deferment by:

- a. using [eStudent](#) if the offer has not been accepted, or
- b. completing a deferment request via [AskMQ](#) if the offer has been accepted.

(13) Accept and enrol into the deferred offer by completing the instructions stated in the approved deferment notification from the University.

(14) If students wish to be considered for a different course following a deferment period, a new application will be required for assessment.

Admissions Manager

(15) Ensure all deferment information, including programs / courses approved for deferment, deferment criteria, timelines and [eStudent](#) / Online Request forms are configured, updated and published in a timely manner.

Admissions Officers

(16) Receive and process deferment requests.

(17) Update admission records to create deferred offers for students who have made a successful deferment request.

(18) Notify students of the outcome of their deferment request.

(19) Issue new offer letters, including acceptance and enrolment instructions, to the deferred students.

Section 4 - Guidelines

(20) Nil.

Section 5 - Definitions

(21) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Admission Policy](#).

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	1st October 2021
Approval Authority	Deputy Vice-Chancellor (Academic)
Approval Date	8th May 2017
Expiry Date	22nd September 2021
Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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