

# Deferment of a Course Offer Procedure

## Section 1 - Purpose

(1) This Procedure specifies the steps required for a domestic or international 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 and international students entering into an English language (ELICOS), preparatory, undergraduate, or postgraduate coursework course of study at the University.

## Section 2 - Policy

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

## Section 3 - Procedures

### Part A - Deferment Criteria

#### Domestic

(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) or [Victoria Tertiary Admissions Centre](#) (VTAC); and
- b. the course of study has been approved for deferment; and
- c. the student has not previously deferred an offer to the same course of study.

(5) Undergraduate coursework 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 (2) 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. can demonstrate compassionate or compelling circumstances; and
- d. has requested deferment through the [Service Connect portal](#).

(6) Commencing domestic or international Macquarie University College students who do not ordinarily require a student visa may only request to defer their offer of admission to the next available commencing term.

(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 course of study has been approved for deferment; and
- c. the student has not previously deferred an offer to the same course of study.

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

(9) Postgraduate coursework students can request to defer their study commencement by an additional one (1) calendar year when they can demonstrate compassionate or compelling circumstances.

## **International**

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

- a. an undergraduate or postgraduate offer (including package offer) of admission as an international student has been received by the student; and
- b. the course of study has been approved for deferment; and
- c. the student has not previously deferred an offer to the same course of study.

(11) Students can only defer their study commencement date by up to one (1) calendar year if:

- a. the student demonstrates compassionate or compelling circumstances which have an impact upon the student's commencement in the prescribed admissions period, or;
- b. the student failed to achieve the stipulated admissions condition on the offer letter.

(12) Commencing International The College students who have, or would ordinarily require a student visa may only request to defer their offer of admission to the next available commencing term if:

- a. the student demonstrates compassionate or compelling circumstances which have an impact upon the student's commencement in the prescribed admissions period; or
- b. the student failed to achieve the stipulated admissions condition on the offer letter.

(13) For international students who have accepted an offer, a deferment request for longer than one (1) year will be considered when compassionate or compelling circumstances are demonstrated.

## **Deferral due to compassionate or compelling circumstances**

(14) Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- a. serious illness or injury, where a medical certificate states that the student was unable to attend classes; or
- b. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided); or
- c. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- d. a traumatic experience which could include:
  - i. involvement in, or witnessing of a serious accident; or
  - ii. witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports); or
- e. inability to begin studying on the course commencement date due to delay in receiving a student visa.

## Part B - Deferment Process

### Commencing Coursework Students (Domestic)

(15) Domestic students should check the [Deferment](#) webpage.

(16) Domestic students must request deferment by:

- a. using the online enrolment system ([eStudent](#)) if the offer has not been accepted, or
- b. completing a deferment request via the [Service Connect portal](#) if the offer has been accepted.

(17) Students must accept and enrol into the deferred offer by completing the instructions stated in the approved deferment notification from the University.

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

### Commencing Coursework Students (International)

(19) International students should check the available intake through Course Finder (see [Find a Course](#)) and courses available for deferment (see [Deferment](#)).

(20) International students must request deferment by:

- a. contacting the International Admissions Officer by e-mail notification;
- b. confirming new intake/year of admissions; and
- c. providing reasons for deferment. If the course offer has been accepted and a student visa has been granted, documentary evidence must be provided to support the deferment request.

(21) Students must accept and enrol into the deferred offer by completing the instructions stated in the approved deferment notification from the University.

## Part C - Responsibilities and Required Actions

### Admissions Manager / International Admissions Manager

(22) The Admissions Manager / International Admissions Manager must ensure that all deferment information, including courses approved for deferment, deferment criteria, timelines, and application systems / online request forms are configured, updated, and published in a timely manner.

(23) The Admissions Manager / International Admissions Manager may review applications for deferment if a student requests a deferral for longer than one (1) calendar year due to compassionate or compelling circumstances.

### Admissions Officers / International Admissions Officers

(24) Admissions Officers / International Admissions Officers will receive and process deferment requests, assess deferment requests in accordance with the deferment criteria.

(25) Admissions Officers / International Admissions Officers are responsible for:

- a. updating admission records to create deferred offers for students who have made a successful deferment request;
- b. notifying students of the outcome of their deferment request; and

c. issuing new offer letters, including acceptance and enrolment instructions, to the students who have deferred.

## **Section 4 - Guidelines**

(26) Nil.

## **Section 5 - Definitions**

(27) Definitions specific to this Procedure are contained in the [Admission Policy](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	23rd September 2021
<b>Review Date</b>	23rd September 2024
<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Approval Date</b>	23rd September 2021
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Jason Ray Head of Admissions and Scholarships
<b>Enquiries Contact</b>	Jason Ray Head of Admissions and Scholarships