

English Language Centre (ELC) Student Deferral Policy

Section 1 - Purpose

(1) This Policy covers any scenario in which a student transitioning from Access Macquarie Limited to Macquarie University at the Macquarie University English Language Centre (ELC) wishes to defer their existing enrolment to resume their ELC studies at a later point.

(2) The Policy defines the process of formalising the deferral, the information that needs to be collected and reported via PRISMS to the [Department of Home Affairs](#) (DHA).

Scope

(3) Any ELC student, whether they are on a package offer to Macquarie University or an English Only offer.

(4) The process needs to be followed by Student Services and the ELC Admissions team.

Section 2 - Policy

(5) Students may apply to defer their studies for a period of up to one calendar year from the date of original enrolment - or the date of the deferral in the case of a student who has already commenced ELC studies.

(6) A record will be kept of each instance that the student has applied for and had approved a deferral of their studies.

(7) A student may be able to defer their studies if they are facing compassionate or compelling circumstances i.e. circumstances that are beyond the student's control. Such circumstances may include but are not limited to the student or an immediate family member being unwell, death of an immediate family member etc. Please refer to Standard 8 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) for further information on compassionate and compelling circumstances.

(8) A refund will not be given in the case of deferral but funds may be applied to future studies at ELC, to a commencement date up to one year from the date as in clause 5 above.

(9) Where the fee for a particular program has changed between the original enrolment date and the date the program is undertaken, the fee applicable at the time the student actually studies will be the fee charged.

(10) Where a student defers, no refund will be given if, after the date of deferral, a student reaches the English language requirements of the program in which they originally enrolled.

(11) Where an advertised course is cancelled, and another acceptable course is not available to the student, the student's enrolment will be cancelled and a full refund given.

(12) Applications for deferral will be made through Student Services using the ELC Deferral Form

(13) The application will be responded to in writing by the Admissions Officer. ELC will notify the [Department of Home](#)

[Affairs](#) via PRISMS of the change in student status. Cancel student Confirmation of Enrolment (CoE). It is expected that the student will seek advice from the [Department of Home Affairs](#) to understand how the decision to defer their studies may impact their visa.

(14) Students have the right to appeal a decision by going through the [English Language Centre \(ELC\) Complaints and Appeals Policy](#).

Section 3 - Procedures

(15) Nil.

Section 4 - Guidelines

(16) Nil.

Section 5 - Definitions

(17) Commonly defined terms are located in the University [Glossary](#).

Status and Details

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Effective Date	22nd February 2021
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Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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