

STUDENT DEFERRAL POLICY AND PROCEDURE

1. Overview

- 1.1 Higher Education Leadership Institute (“the Institute”) puts student well-being at the centre of its teaching philosophy. While the Institute recommends that a student undertakes their studies in a continuous and regular sequence, it also recognises that there are circumstances where a student may need to defer their studies to deal with personal issues. This policy and procedure explains the process and rules for student deferral in such circumstances.
- 1.2 For the purposes of this policy the term deferral also includes a leave of absence.

2. Student deferral process

- 2.1 It is highly recommended that if a student is thinking of deferring their studies that they speak to a Student Support Officer so that they are fully informed about their options. Students are provided with details of how to contact student support during orientation and can always email support@heli.edu.au to discuss any issues affecting their studies.
- 2.2 Despite the ability to defer their studies students are still required to meet the rules regarding the maximum duration allowed to complete their course (maximum candidature), as per section 2 of the *Student Progression and Exclusion Policy and Procedure [QAF095]*.
- 2.3 Deferrals will normally be granted for a maximum period of 12 months. Where more than one deferral is requested during the duration of a course the cumulative period should not be more than 12 months.
- 2.4 A student who wishes to defer from their course must complete the *Request for Deferral of Studies Form [FRM017]* located on the website: www.heli.edu.au/info/ and submit in accordance with the instructions on the form.
- 2.5 The Operations Manager will review the request for a deferral and ensure that the student will still be able to meet the maximum course duration requirements for their course.
- 2.6 The Operations Manager will finalise the form and will advise the student in writing if their request for a deferral of studies has been granted, or not. Where a deferral has not been granted reasons will be included in the response to the student.
- 2.7 The request for a deferral and its outcome will be recorded on the student record in the SMS.
- 2.8 If a student does not return on the agreed date then the rules around Institute-initiated termination of enrolment will apply as per section 2.4 of the *Student Progression and Exclusion Policy and Procedure [QAF095]*.
- 2.9 A request for deferral can only cover future study periods. If a student is currently studying and wishes to defer their studies including the current study period then they will need to withdraw from the subjects they are currently undertaking in line with the *Student Withdrawal and Refund Policy and Procedure (QAF120)* – refer section 4 of this policy.

3. Review of a decision

- 3.1 A student may request a review of a decision made under this policy. The grounds for a review are that the decision is inconsistent with this policy. Requests for review must be made in writing and lodged with the Dean within 10 working days of the student receiving written notification of the decision. The Dean will respond in writing to the request for review within 20 working days and may confirm or vary the decision.
- 3.2 If a student remains dissatisfied with the outcome of their request for a review they may utilise the Institute's *Student Grievance Handling Policy and Procedure [QAF090]*.
- 3.3 All decisions made by the Dean in regards to reviews of decisions under this policy will be reported to and reviewed by the Academic Quality Committee.

4. Student Withdrawal

- 4.1 A request for deferral of studies does not automatically trigger a withdrawal from any subjects that a student is currently undertaking.
- 4.2 The process for a student to withdraw from one or more subjects during a study period, and the financial implications of that withdrawal, is covered in the *Student Withdrawal and Refund Policy and Procedure [QAF120]*.

5. Related documentation

- FRM017 Request for Deferral of Studies Form
- QAF095 Student Progression and Exclusion Policy and Procedure
- QAF090 Student Grievance Handling Policy and Procedure
- QAF120 Student Withdrawal and Refund Policy and Procedure.

6. Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	4 May 2018	Document creation and initial approval
1.1	Executive Management Committee	18 May 2020	Scheduled review – minor changes to formatting and position titles

Document owner: Operations Manager