

5.4.17 Deferment – Course Partially Complete

Operating Policy and Procedures

1. Policy

It is the policy of the Navitas College of Public Safety that domestic students who have commenced their studies in undergraduate courses are entitled to take time away from their studies for an agreed period and that the College will guarantee to hold their place in the course during this time.

2. Purpose

The purpose of this policy is to ensure that:

- students are able to defer during a course and that their place in that course is held for them;
- students are aware of their rights and responsibilities regarding deferment; and
- deferments are granted in accordance with established guidelines and are administered efficiently and effectively.

3. Responsibility

The Registrar is responsible for compliance with this procedure.

4. Guidelines

4.1 This policy should be read in conjunction with Policy 5.4.16 – *Fee Refunds and Charges* which explains the various refunds and charges associated with deferment.

4.2 For the purposes of this policy and all related forms documents and letter, the following definitions apply:

- *Deferment*: suspending the entire course for an agreed and approved period of time.
- *Census Dates*: these are dates prescribed by the Department of Education, Employment and Workplace Relations. They are scheduled no earlier than 20% after commencement of a trimester (refer to Policy 5.1.2 – *Structure of the Academic Year*).
- *Commencement of trimester/commencement of the academic year*: these terms refer to the first day of classes for the trimester in question. Trimester One commences early February, Trimester 2 May and Trimester 3 in September. (Refer to Policy 5.1.2 – *Structure of the Academic Year*).
- *End of trimester/end of the academic year*: Trimesters are 14 weeks in length, a 12 week teaching period, 1 week swot vac and 1 week general examination period.
- *Enrolment/re-enrolment*: enrolment applies to commencing students and re-enrolment to continuing students. In relation to trimester one, enrolment or re-enrolment occurs on a prescribed date, in late January (refer to Policy 5.2.9 – *Enrolment of New Students*). In relation to trimester 2 and 3, commencing students will enrol prior to the Orientation Day, dates outlined in formal notification to them. For continuing students enrolment is deemed to have taken place immediately after 7 days after the last day of the examination period,

because Student Administration is undertaking enrolment processes at this time.

- *General examination period:* in all trimesters one week is scheduled for final examinations to be held. This period is week 14 after the commencement of the trimester. (Refer to Policy 5.5.7 – *Examinations*).
- *Received:* forms and documents are deemed to have been received when they have been stamped with the 'date received' stamp by Student Administration staff and submitted to the Student Administration Officer.

- 4.3 This policy applies to undergraduate courses only – deferment is not permitted in graduate courses.
- 4.4 This policy applies to domestic students only – international students may not defer.
- 4.5 Students must defer the entire course – they are not permitted to 'defer' from some subjects and remain enrolled in others. To vary a study load, students must either specify their preferred load prior to or at enrolment/re-enrolment or, if the trimester has commenced, withdraw from one or more subjects but remain enrolled in others. Subjects may not be added to a study load after the commencement of the trimester. Refer to Policy 5.4.19 – *Subject Withdrawal*.
- 4.6 Deferment is a student's entitlement – no test of extenuating or special circumstances applies (in contrast, refer to Policy 5.4.18 – *Leave of Absence*) and no reason need be provided. Deferment will only be refused if a student is unfinancial, has applied outside the time limits, is an international or graduate student, has unreturned Library books or unpaid Library fines, or has already had a period of deferment.
- 4.7 Students must defer using Form A506 and submit it by the required deadlines. In addition, if a deferment charge must be paid, it must accompany the deferment form. Students must have returned all library books and paid any outstanding library fines. If any of these criteria are not met by the deadlines, the student will not be permitted to defer.
- 4.8 Deferment may take place in the following circumstances:
- a) after enrolment/re-enrolment but prior to the commencement of the trimester;
 - b) after the trimester has commenced, as long as the deferment application is received on or prior to Census date; or
 - c) after completing a trimester.
- 4.8.1 If a student wishes to defer at the end of any trimester, they must do so prior to re-enrolment for the following trimester. If deferment is applied for after re-enrolment, the student has effectively enrolled in the subjects for the upcoming trimester and they must defer prior to the commencement of the trimester.
- 4.8.2 If a student wishes to defer from the trimester they are currently enrolled in, they must do so by the Census date.
- 4.9 After Census date, deferment is not permitted and in order to suspend or discontinue their studies, a student would need to either:
- withdraw from the course (refer to Policy 5.4.20 – *Course Withdrawal*);
 - remain enrolled but not attend classes or submit or sit for any assessment tasks, resulting in DNS results (refer to Policy 5.6.12 – *Did Not Sit Results*); or
 - take Leave of Absence (refer to 4.12 below)
- 4.10 Students who defer after the commencement of the trimester but on or prior to Census date, will incur no FEE-HELP debt but a deferment charge applies, and in the case of Tuition Fees paid directly to the College, a fee refund will be paid, minus a deferment charge (refer to Policy 5.4.16 – *Fee Refunds and Charges*).
- 4.11 No more than one (1) deferment period is permitted to any student. If a student defers

prior to enrolment, they are not permitted another deferment period during the course. If an enrolled student defers for 1, 2 trimesters or 12 months (academic year), they are not permitted another deferment period.

- 4.12 Leave of Absence may be granted to a student in exceptional circumstances, if the student has already taken the maximum period of leave possible under the rules of deferment. Refer to Policy 5.4.18 – *Leave of Absence*.
- 4.13 *Deferment Period*
While 12 months or one academic year is the normal deferment period a student may defer for I, 2 or 3 trimesters (academic year).
- 4.13.1 If a student passes all subjects and defers at the end of any trimester or by the Census Date of the following trimester, their place will be kept for them for the period of one academic year (equivalent to three trimesters). In this situation, the deferment period must not be for any longer or any shorter than one academic year.
- 4.13.2 If a student defers at the end of any trimester or by the Census Date of the next trimester, and has failed one or more previous core subjects, they may elect to defer for any period up to 12 months in order to complete the failed subjects when next offered.
- 4.14 If deferment takes effect after enrolment/re-enrolment, no result will be recorded for subjects enrolled in prior to the deferment.
- 4.15 Deferred students remain students of the Navitas College of Public Safety, although their enrolment is 'suspended' for the agreed time.
- 4.16 Deferred students have no access to the Current Students' website during their period of deferment.
- 4.17 Deferred students are sent a letter as their period of deferment is due to end: students due to return in trimester one are sent the letter in November of the preceding year; students due to return in trimester two are sent the letter in March, trimester three are sent the letter in July. This letter asks deferred students to confirm that they will be returning to their studies and will attend re-enrolment. If the letter is not responded to by the due date, the student will be withdrawn from the course by default (refer to Policy 5.4.20 – *Course Withdrawal*).
- 4.18 Information about deferment during the course is made available to students in the Student Diary which is provided in hard copy at enrolment/re-enrolment prior to the commencement of the academic year and is also available electronically on the current students' website.
- 4.19 Statistics on deferment must be kept each trimester and reported to the Higher Education Board by the Registrar at the end of each trimester as part of the retention rates statistics.

5. **Procedures**

- 5.1 Students must defer using Form A506. This form must be hand delivered or mailed. Faxed forms will not be accepted.
- 5.2 Students must defer prior to the commencement of the next trimester, if deferring at the end of the preceding trimester, or by census date if deferring from the current trimester for which they are enrolled (refer to Policy 5.4.16 for the various Fee Refunds and Charges applicable depending on the date of deferment).
- 5.2.1 In the case of deferment at the end of the academic year, a "Re-enrolment Confirmation" form (NF553) is sent to students at the end of the academic year. This form is due to be returned to Student Administration in December. A student wishing to defer should indicate this on the form and submit it, together with a deferment form (NF506).
- 5.2.2 In the case of deferment at the end of any trimester, students may submit form NF506 any time prior to the commencement of the next trimester. However, in order to avoid

incurring a deferment charge, NF506 should be submitted within 7 days of the end of the general examination period.

- 5.2.3 If deferring after the commencement of any trimester, Form NF506 must be submitted by the Census date.
- 5.3 Deferment is not effective until the date this form is received by Student Administration, together with any required deferment charge. If this charge is not paid by the deadline for effective deferment or other monies are owed, the deferment will not be allowed and the student must either continue in the course or withdraw.
- 5.4 Received forms must be stamped by a Student Administration staff member with the date received and given to the Student Administration Officer.
- 5.5 The Student Administration Officer and Registrar complete their respective sections of the Office Use Only part of the form.
- 5.6 If the student is not permitted to defer (see 5.3 above), the Student Administration Officer must contact them to inform them of this.
- 5.7 The Registrar must confirm the deferral in writing on letter template NT555.
- 5.8 If a refund is required, the Tuition Fee receipt must be submitted by the student with Form NF506. The Registrar must complete a Fee Refund form (NF201) and submit this to the Accounts Officer for issuing of a refund cheque.
- 5.9 If a deferment charge is payable, a cheque or money order or a B-Pay receipt for the correct amount must accompany Form NF506.
- 5.10 The letter (NT555), a copy of the refund form and the refund check (if applicable) or receipt (if applicable) must be sent to the student by the Student Administration Officer within 28 days of receiving the deferment form.
- 5.11 The Student Administration Officer must:
- Amend the electronic records on the Student Management System to indicate the deferred status and the trimester the student intends to return, and to ensure that there is no FEE-HELP debt (if applicable) incurred by the student for the relevant trimester.
 - Remove the student's access to the online submission system
 - Remove the student's access to the Current Students pages of the website
 - Put a copy of the NF506 form, NT555 letter and Fee Refund form (if applicable) in the student's hard copy file
 - File the hard copy file in the 'Deferred students – returning in trimester .. [year]... drawer of the filing cabinet
 - Add the student to the 'Deferred Students – returning in....' list in the correct file in the filing cabinet, together with a copy of the A506 form.
 - Notify all relevant teaching, administration and library staff by email of the deferment.
 - Amend class lists (if the student deferred from enrolled subjects after enrolment/re-enrolment or the commencement of the trimester).
- 5.12 Deferred students must be notified when their deferment period is nearing an end. Letter NT521 and Form NF552 are sent in November or Letter NT527 and Form NF568 are sent in March, depending on which trimester the student is due to return. This form must be returned by the student by the date specified on the form or the student's place in the course will be forfeited. Students returning from deferment must attend the re-enrolment session on the date and time specified on the form.
- 5.13 If a student indicates their intention to return from deferment by submitting the form by the due date, letter NT500 is sent to the student. This letter includes fee payment and other information about re-enrolment.

- 5.14 If a student indicates they will be withdrawing from the course, the form must be accompanied by NF505 – *Course Withdrawal*. The student is then withdrawn, following the procedure in Policy 5.4.20.
- 5.15 If the student indicates an intention to re-enrol but does not come to the re-enrolment session, or does not respond to the invitation to re-enrol by the due date for return of the form, or indicates an intention to withdraw but does not submit the Withdrawal form, the student will be withdrawn by default, in accordance with the procedures in Policy 5.4.20.
- 5.16 Information about the policies and procedures regarding deferment and the associated fee refunds and/or charges must be included in the annual Student Diary.
- 5.17 The Deferment Policy must be made available in its entirety on the NCPS website.
- 5.18 The Registrar must produce statistical reports on deferment at the conclusion of each trimester. The data is collected from the electronic student management system and reported in the form of raw figures and graphs. This information is maintained in hard copy in the Retention Rates folder in the Student Administration filing cabinet. This data is presented to the Higher Education Board when they convene.
6. **Authority**
The Registrar is responsible for compliance with this procedure.
7. **Approval**

Approved by the Higher Education Board on 13 September 2005.

Related Policies:

- 5.1.2 – *Structure of the Academic Year*
- 5.2.9 – *Enrolment of New Students*
- 5.3.2 – *Time Limits for Completion of Course*
- 5.4.18 – *Leave of Absence*
- 5.4.20 – *Course Withdrawal*
- 5.4.19 – *Subject Withdrawal*
- 5.4.16 – *Fee Refunds and Charges*

Procedural Forms and Documents (all available on the NCPS Intranet)

- NF506 – *Deferment – Course Partially Complete form*
- NF553 – *Re-enrolment Confirmation Form*
- NT555 – *Deferment Acknowledgement letter*
- NF201 – *Fee Refund Form*
- NT521 – *Deferment Group C– Intention to return in trimester one letter*
- NF552 – *Deferment Group C –Intention to Return in trimester one form*
- NT527 – *Deferment Group D– Intention to return in trimester two letter*
- NF568 – *Deferment Group D –Intention to Return in trimester two form*
- NT500 – *Deferred students – Groups C and D – returning – re-enrolment information letter.*

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
7/12/07	Christine Ashton	All reference to semester has been replaced with trimester.	Minor change
15/08/08	Christine Ashton	Change to title – CEO to General Manager	Minor change
22/05/09	Jodie Reeve	Logo changed	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change