

5.2.8 Deferment Prior to Enrolment – Undergraduate Courses

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety that successful applicants who are offered a place in one of the College's undergraduate courses be given the opportunity to defer the commencement of their studies for a twelve month 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:

- Compliance with the information regarding Deferments which is provided in the VTAC Guide and other publications;
- That deferments are applied for correctly; and
- That places in the course are held for deferring students.

3. **Responsibility**

The Registrar is responsible for compliance with this procedure.

4. **Guidelines**

- 4.1 Prospective students who are offered a place in an NCPS undergraduate course are given the option of deferring for up to 12 months prior to commencing the course.
- 4.2 This policy is applicable only to undergraduate courses.
- 4.3 This policy does not apply to international students; as part of student visa requirements, international students are not permitted to defer.
- 4.4 Information about the deferment policy and process is contained in the VTAC Guide, course brochures and website.
- 4.5 The Deferment Form is available on the Prospective Students' page of the website.
- 4.6 Successful applicants receive notification of the place offered to them via VTAC, and the VTAC offer letter also includes instructions about deferment.
- 4.7 Successful applicants who wish to defer must lodge the deferment form with NCPS within 7 days of receiving an offer, or the place is automatically forfeited. If the place is forfeited, the course must then be reapplied for the following year, and there is no guarantee of a place.
- 4.8 Applicants do not need to notify VTAC of their plans to defer.
- 4.9 If a student is offered a place in two courses, and wishes to accept the other one and defer the course at the College, they may do so.
- 4.10 If the deferment application is lodged within the required timeframe (7 days) the place must be held for that student for up to a period of 12 months.
- 4.11 The College must contact the student prior to the time they have indicated they would like to commence (up to 12 months) to ascertain their intentions to take up the place held for them.
- 4.12 Deferments must be for a period of at least on trimester but for no more than 12 months.
- 4.13 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.

- 4.14 Enrolment of deferred students is conducted during the same enrolment days as other commencing students ie: in late January, may September.
- 4.15 A student who enrolls and then decides, even if on the same day, to defer, will be treated as an enrolled student; therefore Policy 5.4.17 applies.
- 4.16 There is NO charge or fee associated with deferment prior to enrolment.
- 4.17 No tuition fees have been paid by this type of deferring student, so the Refund Policy does not apply.

5. Procedure

- 5.1 A statement regarding deferment prior to enrolment must be included in:
 - the VTAC Guide each year. The VTAC Guide entry is lodged with VTAC in April.
 - All undergraduate promotional materials such as the website and course brochures. Course brochures are updated and printed in February/March, prior to the first prospective student events of the year, which begin in late March. The Prospective Student pages of the website are updated at the same time.

This statement includes instructions on the deferment process ie: a deferment form must be downloaded from the NCPS website and lodged with the College, addressed to the Registrar, within seven days of receiving the offer of a place.
- 5.2 The deferment form (A508) must be updated, re-registered, made available on the intranet and uploaded to the website in December, prior to offers being made.
- 5.3 VTAC offer letters are sent in mid-January and provide information about the deferment process.
- 5.4 Applicants wishing to defer can be sent a form, but downloading one from the website is the preferred option to ensure the 7 day deadline is met. Forms may be mailed, hand delivered or faxed.
- 5.5 The Registrar must acknowledge the deferment by letter (TN556) within 14 days of receiving the application.
- 5.6 Electronic records must be kept on the Student Management System, so that statistical data can be collected and so that the applicant can be contacted regarding commencing the course.
- 5.7 The deferment application must be filed in the "Deferred Before Enrolled" section of filing cabinet.
- 5.8 A list of all students deferring prior to enrolment must be retained in the relevant folder in the filing cabinet and updated when letters are sent and forms returned. This list is used to create statistics regarding deferments.
- 5.9 In the month prior to the next trimester commencing deferred students who have indicated they will commence in that trimester must receive a letter (NT519) asking them to advise on their intentions to enrol and giving them a deadline to respond. The letter must include enrolment details ie: enrolment dates, times and venues. Enrolment of this category of deferred students is conducted during the same enrolment days as other commencing students.

A response form (NF550) must be included with the letter. A copy of the letter must be retained with the student's other paperwork.
- 5.10 If a student returns the form indicating their intention to enrol, letter NT501 is sent to them, confirming enrolment details and including a FEE-HELP booklet and application form, if applicable.
- 5.11 If the student is enrolling, their details are added to the "enrolled students" part of the Student Management System and they are enrolled along with all other commencing students. Returned forms must be retained with the other relevant paperwork in the appropriate files.

- 5.12 If a student indicates their intention not to enrol or does not respond to the letter, paper and electronic records need to be updated to reflect this. The paper applications and other documentation pertaining to particular students can be discarded once all records are updated.
- 5.13 Statistics must be kept of all students who deferred prior to enrolment, the number of enrolments after deferment and number of withdrawals. This information is retained in the Deferred Prior to Enrolment hard copy folder for the relevant year and recorded by the Registrar on the Higher Education Statistics document - ND594 – which is prepared each year for the February Higher Education Board meeting.

6. **Authority**

Authorised by the General Manager (Public Safety)

7. **Approved**

Approved by the Higher Education Board on 13 September 2005

Refer also to Policies:
 5.4.17 – *Deferment During the Program*
 5.2.1 – *Relationship with VTAC*
 5.2.4 – *Offers and Acceptance*

Other documentation
 VTAC guide
 NCPS Course brochures
 NCPS Website

Procedural Forms and Documents
 NF508 – *Deferment Prior to Enrolment Form*
 NT556 – *Deferment Acknowledgement Letter*
 NF550 – *Deferring Students – Group A – Returning Form*
 NT519 – *Deferring Students – Group A – letter*
 NT501 – *Deferring Students – Group A – re-enrolment confirmation*
 ND594 – *Higher Education Statistics*

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
14/08/08	Christine Ashton	References to Supplementary Form deleted.	
14/08/08	Christine Ashton	Students may defer for a period of 1, 2 or 3 trimesters (i.e an academic year)	
22/05/09	Jodie Reeve	Logo changed	Minor change
06/11/09	Christine Ashton	Change of name and logo	Minor change
26/11/09	Jodie Reeve	Amended supporting document references	Minor change