

Admissions Procedure - Deferment

Section 1 - Background and Purpose

(1) This Procedure outlines the process by which undergraduate and postgraduate coursework applicants may defer the commencement of their course.

Section 2 - Scope

(2) This Procedure applies to applicants who either:

- a. Have not yet commenced a course for which they have been made an offer of a place; or
- b. Have not been enrolled past the census date of the first teaching period of enrolment in their course.

(3) The [Leave of Absence \(Intermission\) Policy](#) applies to all other students seeking to temporarily suspend their studies.

Section 3 - Policy Statement

(4) Refer to the [Admissions Policy](#).

Section 4 - Procedure

(5) The following conditions apply to the granting of deferment:

- a. College Pro Vice-Chancellors are responsible for determining courses for which deferment is and is not available;
- b. Deferment will not normally be granted for a period longer than 12 months except in exceptional circumstances where approval to defer the acceptance of the offer for a longer period is granted by the relevant College Pro Vice-Chancellor;
- c. Deferment can only be granted for a course in which the applicant has received an offer of a place;
- d. Deferment cannot be transferred to the same course at an alternative campus unless all entry requirements for the course at the alternative campus have been met and sufficient places are available in the course at the alternative campus;
- e. Applicants granted a deferment are responsible for maintaining up-to-date contact details with the University;
- f. Where the applicant's eligibility for a particular fee arrangement may have changed over the period of their deferment, the applicant will have their eligibility for this arrangement reassessed prior to being permitted to enrol;
- g. At the end of the period of deferment the applicant will be invited to accept their offer. Failure to do so by the relevant enrolment deadline may result in the offer being lapsed; and

- h. Applicants granted a deferment will return their University identification card (if issued) and will not have access to University systems or facilities for the duration of their deferment.

Applications for Deferment - Domestic

(6) Domestic applicants apply for deferment by completing the online deferral form. Applications for deferment must be received by midnight of the first census date of the first teaching period of the student's course.

Applications for Deferment - International

(7) The Pro Vice-Chancellor (International) is responsible for managing applications for deferment from international applicants. International applicants should consult La Trobe International before applying for deferment.

(8) International applicants are responsible for managing the consequences of deferment on their ability to maintain a student visa and any University or third party sponsorship they have been awarded.

(9) International applicants granted a deferment may be required to provide updated proof of English language proficiency before resuming their enrolment in line with the requirements of the [English Language Entry Requirements Policy](#).

(10) International applicants who have been granted a student visa apply for deferment using the Deferral of Course Commencement Form available on the University website. International applicants who hold a student visa will only be granted a deferment under limited and compelling conditions, including:

- a. Serious illness or injury (medical certificate required); or
- b. Bereavement of close family members such as spouses, children, parents or grandparents (documentation required); or
- c. Major political upheaval or natural disaster in the applicant's home country requiring emergency travel (evidence that these circumstances have or will impact on study required); or
- d. A traumatic experience including witnessing or being the victim of a serious crime or witnessing or being involved in a serious accident (police or psychologist report required); or
- e. The applicant is required to undertake a period of national service (documentation required); or
- f. The University is unable to offer a prerequisite subject; or
- g. Failure to meet any conditions on the offer of a place; or
- h. Delay in the grant of the student visa impacting on study (dated documentation required).

(11) Where a student visa has been granted but the reason given for deferment is not compelling the Pro Vice-Chancellor (International) must report the status of the applicant to the [Department of Immigration and Border Protection](#) as a non-commencement.

(12) International applicants who have not yet been granted a student visa should contact La Trobe International for advice on applying for deferment.

Discontinued courses

(13) By granting deferment, La Trobe University does not guarantee that the course offering will be available to the applicant at the end of the period of deferment.

(14) Where the course is no longer available for an intake at the end of the period of deferment the University will seek to make an appropriate alternate offer.

Appeals

(15) An applicant seeking to appeal a decision made through the application of this procedure may do so by written application to the Executive Director, Educational Partnerships and Quality. Determinations on all appeals made by the Executive Director, Educational Partnerships and Quality are final.

Section 5 - Definitions

(16) For the purpose of this Procedure:

- a. Applicant: A person who has made a formal application to undertake a course of study at La Trobe University but who has not yet enrolled in that course of study beyond the census date of their first teaching period of enrolment.
- b. Domestic Student: A student who is an Australian citizen, New Zealand citizen or the holder of a permanent visa for Australia.
- c. International Student: A student who is a temporary resident by visa status of Australia, a permanent resident by visa status of New Zealand, or a resident or citizen of any other country and who is enrolled in a course of study delivered at a location outside Australia.
- d. Student: A person enrolled in a course of study at La Trobe University.

Status and Details

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