

Policy Name	Course Deferral Policy
Date	3 July 2024
Responsible dept.	Student Enrolments
Current Version	V5

PURPOSE

The College for Adult Learning recognises that students may require a deferral of their studies due to unforeseen circumstances within their enrolment period.

The purpose of this policy is to provide fair and reasonable guidelines for deferment of the course to students undertaking studies with CAL.

SCOPE

This policy applies to currently enrolled CAL students.

POLICY STATEMENT

Upon enrolment, CAL students receive a twenty-four-month period to complete their course. However, CAL students can apply for a deferral of their studies during their enrolment period – outside of the 30-day risk free period.

CAL offers one-, two-, or three-month deferrals that will automatically add an additional one, two, or three months to the overall enrolment period.

A request to defer must be made by the student via the [Deferral Request form](#).

When on deferral, students will still have access to the learning portal and all their learning materials so that if circumstances change, they will be able to pick up their studies right away.

Once the deferral period has ended, students are welcome to contact CAL for an amended learning plan and for help in re-commencing their studies.

Deferrals beyond three months will normally be granted on a case-by-case basis. For any requests to defer beyond three months please contact Student Support for options.

SUPPORTING DOCUMENTS

- Student Handbook
- CAL Terms and Conditions of Enrolment
- Course Extension Policy
- Course Deferral Request Form.

PROCEDURE

Action	Responsibility
Student submits a deferral request from	Student
CAL staff will activate the deferral and add the additional months to the student's enrolment.	CAL
Once deferral period has ended and studies commence, student is welcome to contact CAL for a new learning plan and for help in recommencing their studies.	Student & Student Support.

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	15/06/2016	Helen Sabell	June 2017
2	29/06/2018	Sarah Sabell	June 2019
3	24/10/2019	Sarah Sabell	October 2020
4	22/03/2023	Sarah Sabell	March 2024
5	03/07/2024	Sarah Sabell	July 2024
Compliance References			
Statutory	The <i>Standards for Registered Training Organisations (RTOs) 2015</i>		
Industry	Vocational Education and Training (VET)		
Document Located	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS		