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| Policy Name | Course Deferral Policy |
| Date | 22 March 2023 |
| Responsible dept. | Student Support |
| Current Version | V4 |

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. 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.

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 Deferral Request Form.

PROCEDURE

| Action | Responsibility |
|---|----------------|
| Student submits a deferral request from | Student |
| CAL administration will activate the deferral and add the additional months to the student's enrolment. | Administration |
| Once deferral period has ended and studies commence, student is welcome to contact CAL for a new learning plan. | Student |

| 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 |
| 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 | |