

DEFERRAL OF ADMISSION PROCEDURE

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1 PURPOSE

- 1.1 This procedure outlines how CQUniversity will manage the deferral of admission for international students, whilst ensuring compliance with student visa processing pre-screening requirements, genuine temporary entrant (GTE) requirements, quality assurance standards and relevant administration systems.

2 SCOPE

- 2.1 This procedure applies to international students who have a current offer of admission and have not yet enrolled in units in their offered course.

3 PROCEDURE

- 3.1 The University recognises that students may need to change their commencement study period in certain circumstances.
- 3.2 Students may apply for deferral of admission under the following circumstances:
- visa delays
 - delayed commencement of prior studies
 - accepted English language proficiency test delays
 - financial reasons
 - compassionate and compelling circumstances
 - illness or disability
 - major political upheaval or natural disaster, or
 - a traumatic experience.

- 3.3 Deferrals may only be granted for a maximum period of one year. Where a student has already deferred admission for the maximum period of one year (three study periods), no further deferrals will be granted. Students will be required to withdraw their application by submitting a [Cancellation of Course Form](#) and [Refund Request Form](#).

Supporting documentation

- 3.4 Requests for deferral of admission must be accompanied by supporting documentation (where possible) as proof of the necessity to defer. Where no supporting documentation is available, a supporting letter explaining the reasons must be provided.
- 3.5 Supporting documentation may include (but is not limited to):
- revised letter of offer from pathway partner
 - transcripts from current institution
 - accepted English language test exam date
 - visa lodgement date
 - medical certificate
 - death certificate, and/or
 - police or psychologists report.

Applying for a deferral

- 3.6 All requests for deferral of admission must be submitted through the International Student Online Application system, [iStart](#).
- 3.7 Applications must be submitted no later than the census date of the term relevant to the current offer. Any deferment request received after this date may only be considered if compassionate and compelling circumstances apply. The Director International will assess each application received post-census date on a case-by-case basis.
- 3.8 Applications will be processed and assessed in accordance with the [Education Services for Overseas Students \(ESOS\) Act 2000](#) (Cwlth), [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth) and University policy.

Visas

- 3.9 Students whose application is approved must be advised that deferment may impact their student visa. A new confirmation of enrolment (CoE) will be issued upon acceptance of the new offer.
- 3.10 Students whose application is not approved (late submission or has already been granted a previous deferral) will have their current CoE cancelled unless the student enrolls in accordance with the original offer.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director International is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.
- 4.2 The Deputy Director International Operations and International Compliance are responsible for ongoing monitoring and audits.

Reporting

- 4.3 The International Office will be responsible for associated reporting as required.

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).
- 4.6 All admissions records and requests for deferment will be stored electronically in iStart.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Admission commencement: day one of the teaching study period the student is being admitted to.

Deferral: moving an offer to a later study period.

6 RELATED LEGISLATION AND DOCUMENTS

[Admission to CQUniversity Coursework Courses Policy and Procedure](#)

[Education Services for Overseas Students Act \(ESOS\) 2000](#) (Cwlth)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Student Success)
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director International
Next Review Date	20/08/2023

Approval and Amendment History	Details
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Notes	This document was formerly known as the Deferment and Pre-Ponement of Admission Commencement – Onshore and Offshore International Students Policy and Procedure (23/09/2014) and the Deferment and Pre-Ponement of Admission Commencement – International Students Policy and Procedure (02/10/2017).