

DEFERMENT AND PRE-PONEMENT OF ADMISSION COMMENCEMENT – INTERNATIONAL STUDENTS POLICY AND PROCEDURE



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1 PURPOSE

This policy and procedure is designed to meet student visa processing pre-screening requirements, genuine temporary entrant (GTE) requirements, quality assurance standards and relevant administration systems.

2 SCOPE

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

3 POLICY STATEMENT

CQUniversity recognises that students may need to change their commencement study period in certain circumstances. This policy and procedure sets out the circumstances in which a student may be eligible to apply for deferral or pre-ponement of admission commencement, for all offers made to international students.

All applications are processed and assessed in accordance with the [Education Services for Overseas Students \(ESOS\) Act 2000](#), University policy, and [Higher Education Standards Framework \(Threshold Standards\) 2015](#).

4 PROCEDURE

4.1 Students may apply for deferral or pre-ponement 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.

Application and documentation

- 4.2 All requests for deferment or pre-ponement of admission must be submitted through the International Student Online Application system - [iStart](#).
- 4.3 Requests 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.
- 4.4 Supporting documents 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.
- 4.5 Students requesting pre-ponement are not required to provide supporting documentation.

Submission and deadlines

- 4.6 All international students requesting deferment or pre-ponement of admission must submit an application to the International Admissions Centre.
- 4.7 Applications for deferment of admission must be submitted no later than the census date of the term relevant to the current offer.
- 4.8 Deferments will only be granted for a maximum period of one year. Where a student has already deferred admission for the maximum period of one year, no further deferrals will be granted. An application for readmission is required.
- 4.9 Applications for deferment of admission received after the census date (or where the maximum one year deferral has previously been granted) will not be considered. Students will be required to apply for readmission to a future study period.
- 4.10 Applications for pre-ponement of admission must be submitted no later than two weeks prior to the commencement study period.
- 4.11 Applications for pre-ponement of admission after the commencement of the relevant study period will not be considered.

Visas

- 4.12 Students whose deferment or pre-ponement application is approved must be advised that deferment or preponement may impact their student visa. A new confirmation of enrolment (COE) will be issued (where applicable) and upon acceptance of the new offer.

- 4.13 Students whose deferment or pre-ponement application is not allowed (late submission or has already been granted a previous deferral) will have the current COE cancelled unless the student enrolls in accordance with the original offer.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The International Director has responsibility for the overall implementation of this policy. The Associate Director - International Operations has responsibility for implementation of this procedure.
- 5.2 The Associate Director - International Operations and the International Compliance Team are responsible for ongoing monitoring and audits.

Reporting

- 5.3 The International Directorate will be responsible for associated reporting as required.

Records management

- 5.4 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.
- 5.5 All admissions records and requests for deferment will be stored electronically in iStart.

6 DEFINITIONS

- 6.1 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.

Pre-ponement: bringing an offer forward to an earlier study period and year of admission

7 RELATED LEGISLATION AND DOCUMENTS

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

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

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

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

8 FEEDBACK

- 8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	International Director
Next Review Date	24/08/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 23/09/2014
Amendment Authority and Date	Reviewed and Administrator Approved– International Director 24/08/2017, Minor Amendments Administrator Approved – International Director 2/10/2017.
Notes	This document replaces the Deferment and Pre-Ponement of Admission Commencement – Onshore and Offshore International Students Policy and Procedure.