PR_MGT_010 Deferring commencement of a course

Scope
These procedures apply to all Torrens University Australia students who wish to delay the commencement of an award course for which they have received an offer of a place and have not yet accepted the offer.

These procedures do not apply to Torrens University Australia students who wish to:
- permanently withdraw from their course/s or
- withdraw from some but not all their subjects for a specific study period
- take leave of absence after their first study period’s financial liability deadline (i.e. census date for domestic students enrolled in HELP/VSL-enabled courses or 14 calendar days prior to the commencement of the relevant study period for domestic students in non-HELP/VS-enabled courses and international students). Students must refer to Leave of Absence Procedure.

Things to consider before deferring
When considering deferring, it may be useful for students to discuss their application with their Course and Careers Advisor. The applicant must inform their Course and Careers Advisor of their intention to defer their course in writing.

Process
An applicant who has been offered a place and is yet to accept it may have the option to defer commencement of the course.

<table>
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<th>Stage</th>
<th>Process</th>
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<tr>
<td>Step 1</td>
<td>Prior to accepting an offer for the relevant course, applicants can apply to defer by contacting their Course and Careers Advisor in writing.</td>
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<td>Step 2</td>
<td>The applicant receives confirmation of the deferral of their course commencement.</td>
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If the applicant has already accepted the offer, they will be required to submit an Application for Leave of Absence form, if they wish to apply to put their studies on hold. Refer to the Leave of Absence procedure.

Complaints against or internal review of rejected deferral applications
Students who wish to appeal the rejection of their deferral application may do so under the Student Complaints Policy. The following documents provide information on the process for lodging complaints:
- Resolving a Complaint Informally
- Formal Complaints
- Internal Review (Appeal) Procedure
- External Review Procedure