

### **Purpose**

This procedure describes the processes whereby The Coaching Institute (TCI) controls and manages applications for deferral of studies.

### **Scope**

This procedure applies to all persons employed by or contracted to TCI for the provision of student services including financial services staff and students.

### **Responsible parties**

The CEO has delegated the Operations Manager as responsible for the management, control and issue of this procedure.

### **Definitions**

Deferral – Applies to students who have enrolled and begun their study, and wish to defer studies and continue at a later date.

### **Procedure**

A student opting to defer will do so voluntarily by request in writing to Student Support citing reasons for deferral.

On receipt of notification a Student Support team member is to make contact with the student to establish reasons for the deferral and on completion forward form F 02 Application to Defer Study to the student to complete and return.

The completed F 02 Application to Defer Study is to be submitted to the Student Support Team Leader for determination.

On determination the Student Support Team Leader is to inform the student of the outcome and advise recommencement date and other information as appropriate.

### **Conditions**

The following conditions apply:

- Deferral is not to exceed three months and is conditional on the transition arrangements for training packages and accredited course;
- The student's enrolment period will be extended by the period of deferral;
- The student will continue course fee payments during the period of deferral, and
- The student's assessment planner will be varied to accommodate the expected absence.

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## **Determination**

Deferral of study will only be granted in exceptional circumstances and will be at the sole discretion of the Student Support Team Leader.

Exceptional circumstances may include:

- Illness or serious injury;
- Unexpected international travel;
- Death of an immediate family member; and
- Irreconcilable marital breakdown.

Proof of circumstance will be required.

## **Associated Documents**

F 02 Application to Defer Study

## **Review**

This document and the procedures resulting from the implementation of this policy will be reviewed annually as determined in the Risk Review Schedule.

S. Pearson  
CEO