Deferment of a Course Offer Procedure Flowchart

RESOURCES

- Deferment criteria and PG Deferment Availability Table
- Admissions (Coursework) Policy
- eStudent / Online Deferral Form
- Deferment Conditions and Criteria
- AMIS offer record
- Defer Outcome Templates
- eStudent

ACTIONS

- Update and publish deferment criteria and programs/courses* available for deferment
- Check Deferment Criteria and Deferment Program/Course Availability for relevant student type
- Verify request against Deferment Criteria and Program/Course Availability
- Note decision on record
- Notify applicant of unsuccessful deferment and of next steps
- Notify applicant of successful deferment and send instructions of next steps
- End Process OR Accept Offer and progress to enrolment OR Decline Offer

RESPONSIBILITY

- Admissions Manager
- Commencing Coursework Student
- Admissions Officers
- Admissions Officers
- Commencing Coursework Student

*Note – In accordance with the Curriculum Architecture Policy, from 1 January 2020 ‘programs’ are known as ‘courses’.