Deferment of a Coursework Program Offer Procedure Flowchart

**RESOURCES**

- Deferment criteria and PG Deferment Availability Table
- Admission to Coursework Programs Policy

**ACTIONS**

1. Update and publish deferment criteria and programs available for deferment
2. Type of Student
   - Postgraduate
   - Undergraduate
   - Macquarie University International College
3. Check Deferment Criteria and Deferment Program Availability for relevant student type
4. Eligible to Defer?
   - NO
   - YES
   - Accept or decline offer
   - Submit deferment Request
5. Verify request against Deferment Criteria and Program Availability
6. Meet condition?
   - NO
   - YES
   - Note decision on record
   - Create a deferred offer
7. Notify applicant of unsuccessful deferment and of next steps
8. Notify applicant of successful deferment and send instructions of next steps
9. 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

For further information please contact the Policy Unit via policy@mq.edu.au or 9850 4791.