



POLICY - Deferment of Enrolment

Purpose



The purpose of this Policy & Procedure is to ensure consistency in the management of the deferment of enrolments for students intending to study with OBA Nursing Academy, ensuring all necessary information is accurately recorded and updated within the Academy's student management systems.

Requirement

OBA Nursing Academy is responsible for managing any changes to the enrolments of students, including deferment requests. The Academy will ensure that all information regarding enrolments is kept up-to-date in its internal student management system.

Policy:

The following sets out the specific requirements that must be met when processing the enrolment of students, including any changes such as deferment of the student's enrolment. OBA Nursing Academy will only grant deferment of commencement for compassionate or compelling reasons. Students must submit evidence to support their request for deferment.

Procedure

Students are unable to begin the course:

If at any point prior to the Course Start Date, a student or their representative notifies OBA Nursing Academy that the student will be unable to begin the course on the designated start date, the following steps apply:

- The student must either:
 - Start the course by attending the first class within the first two weeks of the course
 - Request a deferment of commencement in writing prior to the course start date using the **Application to Defer Enrolment Form**

- Students will be advised of the next suitable intake for the course.

Responsibility:

Admissions Officer

Output: Advice on deferment of enrolment provided to student.

Application to Defer Enrolment Received

Upon receiving the deferment request, the Admissions Officer will review the application to determine if the grounds for the request are aligned with OBA Nursing Academy's policies. The student will be informed of the decision accordingly.

Responsibility:

Admissions Officer

Output: Confirmation of deferment request outcome provided to student.

Compassionate and Compelling Circumstances

Deferment requests are generally granted only for compassionate or compelling circumstances. These are situations beyond the student's control, which impact their ability to attend classes or complete their course. Such circumstances may include, but are not limited to:

- Serious illness or injury with supporting medical documentation
- Bereavement of close family members (death certificate required)
- Major political upheaval or natural disaster in the student's home country
- A traumatic experience such as being involved in or witnessing a serious accident or crime (with supporting police or psychological reports)

Responsibility:

Admissions Officer

Output: Acceptance or rejection of compassionate and compelling circumstances.

Assessment of Compassionate and Compelling Circumstances:

All requests for deferment must include certified copies of supporting documentation, such as:

- Medical documentation or psychological reports

- Death certificates and proof of relationship
 - Police reports related to serious accidents or crime
- Requests without supporting documentation will be denied.

Responsibility:

Admissions Officer

Output: Determination of whether the circumstances are compassionate and compelling.

Circumstances Not Considered Compassionate and Compelling:

The following circumstances will not be accepted as valid for deferment:

- Minor illnesses not substantiated by a medical professional
- Homesickness
- Increase in work hours or employment-related changes
- Relationship problems
- Financial difficulties
- Cultural or personal events such as weddings or festivals

Responsibility:

Admissions Officer

Output: Deferment request rejected.

Outcome of the Application for Deferment of Enrolment:

Students will be notified of the outcome of their deferment request on the same day of the decision, via email. If the request is approved:

- The deferment of enrolment will be processed.
- A new Letter of Offer will be issued, reflecting the updated course start date and payment plan.

If the request is denied:

- The student will be informed within five (5) business days.
- The student will be advised of their right to appeal the decision within twenty (20) working days.

Responsibility:

Admissions Officer

Output: Outcome of deferment communicated to student.

Processing the Deferment of Enrolment

Once deferment is granted:

- The student's records must be amended.
- A new Letter of Offer and Student Agreement will be generated and must be accepted by the student.
- The initial payment and deposit amounts will remain the same as the original enrolment.

Responsibility:

Admissions Officer

Output: New Letter of Offer and Student Agreement issued.

Notification of the Course Start Date

Prior to the new course start date, the student will be notified of the revised start date.

Responsibility:

Admissions Officer

Output: Revised orientation information provided.

Key Performance Indicator

The deferment process will be considered successfully completed when the necessary changes are made to the student's enrolment records, and the student is provided with updated information regarding their course start date and any other relevant details.

For inquiries regarding our Deferment of Enrolment policies, please contact our Administration Team via email at enrol@obana.com.au or via WhatsApp: +61 417 368 940