

DEFERRAL POLICY

Table of Contents

- 1.0 – Policy
- 2.0 – Procedures
- 3.0 – Subsequent deferral requests

Policy Information & Responsibilities

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Administrator Responsible: Recruitment Director Admissions Manager

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April 01, 2020 – Updated policy format

Shadya Mahfouz

Shadya Mahfouz – Academic Director

1. Policy

The following policy outlines the conditions under which a first semester student enrolled with Cambrian at Hanson, hereinafter Hanson, may defer to the corresponding intake. 'Defer' is defined as to request acceptance to a corresponding intake rather than enrolling in the semester for which the initial Letter of Admission (LOA) was issued.

Any deferral approved by Hanson is strictly for institutional enrolment purposes and does not supersede Immigration, and Citizenship Canada (IRCC) regulations as pertaining to the enforcement of Study Permits, Student Visas, Canada Border Services Agency (CBSA) or the *Immigration and Refugee Protection Act, 2001*.

2. Procedures

- 2.1. Cambrian at Hanson would advise students wishing to discontinue their studies (for any reason) to first consult with a licensed Immigration Consultant and visit the IRCC website (<https://www.canada.ca/en/services/immigration-citizenship.html>) for bylaws and regulations for international students and study permits.
- 2.2. Current Hanson students (second semester and above) wishing to discontinue their studies longer than two (2) weeks are subject to the Withdraw Policy and must fill out the 'Temporary Withdraw Form'.
- 2.3. Students wishing to defer their acceptance to the next intake must receive prior approval from the Director of Recruitment or Admissions Manager.
- 2.4. **Deferral Request Approvals**
 - 2.5.1. Deferral approval would constitute the student a Letter of Admission and a reserved seat in the corresponding intake.
 - 2.5.2. Deferrals may be granted in exceptional cases only and are assessed on a case by case basis.
 - 2.5.3. Deferral request approvals are also subject to capacity and availability in the corresponding semester.
 - 2.5.4. To be eligible to request a deferral, students must have:
 - Be an incoming semester one student and deferring for the first time;
 - Paid all tuition fees in full; and
 - Signed and completed the Deferral Request Form (available at Student Services).
 - 2.5.5. Deferral Request Form must be completed and submitted to the Student Services 1 week prior to the commencement of the semester for which the student was issued the Letter of Admission.
 - 2.5.6. The student will be notified whether the deferral request was approved or not within three (3) days of receiving the request.

3. Subsequent Deferral Requests

- 3.1.** Students can only apply and receive approval for deferral once.
- 3.2.** Any student that wishes to defer for the second time must officially withdraw and resubmit their application for re-admission to the college. Admission requirements and procedures will still apply. Please see the *Withdraw Policy* and *Admissions Policy* for further details.
- 3.3.** Application is subject to availability and the student might incur additional application fees.

- 4. STUDENTS WHO RECEIVE APPROVAL TO DEFER FORGO THE RIGHT FOR A REFUND IN THE CORRESPONDING INTAKE.** Students approved for deferral will be guaranteed enrollment in the corresponding intake and will therefore forgo any rights to a refund as outlined by the Cambrian at Hanson Tuition Refund Policy.