



## Student Deferral Policy

*Effective April 2025*

### Purpose:

This policy outlines the process for students requesting to defer their course to the next available intake. Due to the short nature of our courses, deferrals are only considered between intakes, not during an ongoing course.

### What is a Deferral?

A deferral means postponing the start or continuation of your course to the next available intake.

### Eligibility for Deferral:

- Deferral requests apply only to future intakes.
- Students *cannot defer during a current course*. In such cases, they must follow the Withdrawal Policy.
- The total deferral period cannot exceed 12 months during the course of study.
- Only one deferral is allowed per course, unless exceptional circumstances are approved.

### How to Apply:

- Discuss your situation with the Student Support Officer (email: [itpl@itpl.bt](mailto:itpl@itpl.bt)).
- Submit a completed *Deferral Request Form*.
- Your request will be reviewed by the Course Coordinator.
- You will receive a written response within 10 working days.

### Important Notes:

- Deferral does not mean automatic withdrawal from current units.
- Students must return by the agreed intake. Failure to return may lead to termination of enrolment.
- Students may request a review of a deferral decision by writing to the Academic Director within 10 working days of the decision.