

COURSE DEFERMENT POLICY

The purpose of this policy is to outline AICP's policy for learners who wish to defer their course studies with AICP for a defined period of time.

AICP expects all learners to actively engage in all learning activities associated with their enrolled course and its units of study in alignment with the course's expected progression timeline. AICP does however acknowledge that there may be times when a learner may need to defer their studies due to unforeseen work or family commitments.

Deferral is a formal process whereby a learner's course participation is paused for an extended period of time. Learners wishing to apply for course deferral must complete a Course Deferral Application form and submit this to the AICP Student Support Manager via email at support@complianceinstitute.edu.au with the subject line "Course Deferral Application" and include their full name. Course Deferral applications that are not lodged in the manner prescribed will not be considered to have been lodged. AICP endeavours to process all Course Deferral applications within fourteen (14) days of receipt thereof.

AICP allows learners to defer their course participation as follows:

- **Deferral Option A**
A total of three months course deferral over the full course duration is available to all learners without any financial or academic penalty. This period is applied to the learner's full course duration and to be used in monthly increments as needed.
- **Deferral Option B**
Where a learner requires more than three months course deferral, or where they have exhausted the deferral period described in Deferral Option A, they may apply for a further deferral period up to a maximum of three (3) additional months. This option will attract an administrative fee as listed in AICP's Schedule of Fees. The administrative fee is levied per unit and per month or part thereof.

The maximum deferment period available to any learner during their full course duration is six (6) months. Any exception to this time period will be at the sole discretion of AICP's CEO.

Where a learner is unable to resume their course participation after exhausting both deferral options A and B, AICP reserves the right to:

- a) levy an additional course recommencement fee where the learner wishes to continue with their course of study, or
- b) implement an Administrative Withdrawal where the learner has not communicated to AICP within fourteen (14) working days of the expiration of their deferral period, their intentions of continued course participation.

Fees and Charges

1. Where a learner elects Deferment Option B, all course deferment fees must be paid in full at the time of AICP approving the learner's Course Deferment application. Where a learner's course deferment fees remain unpaid for a period of more than fourteen days, AICP reserves the right to commence with an Administrative Withdrawal.
2. Learners remain responsible for all course fees and other charges related to the course at the time of deferral and during the deferment period(s).
3. Where AICP has implemented an Administrative Withdrawal, the learner remains responsible for the full balance of their course fees as per AICP's Administrative Withdrawal and Course Withdrawal and Refund policies.

It is important that learners keep their contact details updated on AICP's LMS throughout the deferral period so they can be contacted at any time regarding their deferral. At the end of the deferral period AICP's Student Support team will contact the learner to negotiate a suitable course progression plan. Post deferral, the learner must re-engage with their negotiated learning plan to avoid being classified as an inactive learner.

It is important to note that the course/unit of competency(ies) entered into following deferral will be the most current course/unit of competency version available. If course/unit of competency transition occurred while the student was deferred, they may be required to undertake additional study to ensure course progression in the new course structure.

If a learner does not return to their course of study by the end of the granted deferral period they will be classified by the RTO as an inactive student and will be administratively withdrawn as per AICP's Administrative Withdrawal policy.

AICP's Student Support Manager, Compliance Manager and CEO share the responsibility of ensuring this policy is implemented and adhered to by all staff and learners of the RTO, and to ensure this policy is maintained and updated as related policies and procedures change