

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Deferral Policy
Document Type	Policy
Administering Entity	Registrar, Course Directors/Deputy Directors (Deans/Assistant Deans)
Latest Approval/ Amendment Date	November 2019
Last Approval /Amendment Date	New Policy
Approval Authority	Academic Board
Indicative time of Review	November 20, 2021

1. Purpose and Scope

The deferral policy for S P Jain School of Global Management is determined by the Academic Board. This policy applies to all applicants and students at S P Jain School of Global Management (S P Jain).

2. Policy

- a. An applicant who receives an offer for an undergraduate course at S P Jain can apply for deferment to commence the course with the next commencing cohort.
- b. An applicant who receives an offer for a postgraduate course at S P Jain can apply for deferment to commence the course with the next commencing cohort.
- c. In exceptional circumstances an applicant who has received an offer may apply to defer beyond the next commencing cohort. Documentary evidence detailing the circumstances will be required to support the application and this will only be approved by the Registrar.
- d. Deferment for a current S P Jain student who has been enrolled in/ commenced a course is at the discretion of the Course Director (Dean) and the Registrar.
- e. Deferment will not be granted where the applicant intends to undertake another course of study at S P Jain or another registered tertiary or higher provider during the deferral period.
- f. Deferment beyond the maximum permissible period of the course of study and/or student's maximum permissible visa period will not be granted.

3. Procedure

3.1. Before the students enrolls into a course

- a. Students who have been issued a Letter of Offer confirming admission into a course may apply for a deferral admission to commence the course with the next commencing cohort by completing the Deferral Form available with the Student Support Office / Admission Office.
- b. The Registrar will assess the application for deferral.
- c. An undergraduate applicant whose application to defer admission has been approved will receive written confirmation of their deferment and be guaranteed a place, with the next commencing cohort.
- d. A postgraduate applicant whose application to defer admission has been approved will receive written confirmation of their deferment and be guaranteed a place, with the next commencing cohort (where applicable, for the specialization offered).
- e. Where an applicant's deferred place is for a course that is subsequently discontinued or withdrawn after an offer has been made, the applicant will be advised of an alternative course, or programs, available.

3.2. After the students enrolls into a course /commences course of study

- a. An undergraduate applicant who intends to apply for deferment after joining / commencing the course may write an application with valid reasons for deferment to the Course Office.
- b. The Course Office will send the application to the Course Director/Deputy Director (Dean/Assistant Dean) and the Registrar.
- c. The Course Director/ Deputy Director (Dean/ Assistant Dean) will discuss with the student in detail about the reasons and make a decision in consultation with the Registrar.
- d. The decision for deferment will be made keeping in mind the maximum duration of the course.
- e. Upon approval of deferment by the Course Director/Deputy Director (Dean/Assistant Deans) and the Registrar, students will be informed of the decision in writing by the Office of the Registrar on the deferment.
- f. The Office of the Registrar will also inform the Admissions Office to ensure internal records are updated and where relevant, student payments are adjusted / reimbursed.

5. Related Documents

- a. Domestic Student Refund Policy
- b. International Student Refund Policy
- c. Postgraduate Admission and Selection Policy
- d. Student Grievance and Mediation Policy and Procedures
- e. Undergraduate Admission and Selection Policy