SPJ GLOBAL S P Jain School of Global Management DUBAI · MUMBAI · SINGAPORE · SYDNEY	**Deferral Policy**
Document Type	Policy
Administering Entity	Registrar, Course Directors/Deputy Directors (Deans/Assistant Deans)
Latest **Approval/** Amendment Date	June 21, 2023
Last Approval /Amendment Date	June 09, 2021
Approval Authority	Academic Board
Indicative time of Review	June 20, 2025

1. Purpose and Scope

   a. 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 / the School).

2. Policy

   a. An applicant who receives an offer for a course at S P Jain can apply prior to enrollment for deferment to commence the course with the next commencing cohort.

   b. Exceptional circumstances are unforeseen circumstances outside of an applicant's control. Such circumstances might include, but are not limited to, illness, being victim to a crime, injury, personal/family problems and/or bereavement. An applicant who has received an offer and feels they are subject to exceptional circumstances may apply to defer beyond the next commencing cohort. Documentary evidence detailing the circumstances will be required to support the application and such deferments will be approved by the Registrar at his/her discretion.

   c. 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. The application will be assessed on the basis of the evidence of exceptional circumstances as defined in 2b.

   d. 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.

e. Deferment beyond the maximum permissible period for the completion of course of study and/or student's maximum permissible visa period will not be granted.

f. If the deferment request results in an extension of the duration for the period of study in Australia for an international student's enrolment the student should contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Procedure

3.1. Before the students enroll 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 Request Form (prior to course commencement)- Appendix 1.

b. The Registrar will assess the application for deferral and grant permission based on the next cohort dates, enrolments and available cohort enrolment free capacity. Deferment request prior beyond the next commencing cohort will be assessed on the basis of the evidence of exceptional circumstances as defined in 2b.

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, available.

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

a. An applicant who intends to apply for deferment after joining / commencing the course may write an application to the Course Office by completing Deferral Request Form (after course commencement) - Appendix 2.

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 assess on the application on the basis of the evidence as defined in 2c, discuss or request Student

Experience Manager to 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 permissible duration for course completion.

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 and regulatory external (such as PRISMS) records are updated, and where relevant, student payments are adjusted / reimbursed.

4. Appeals

a. Students and prospective students (applicants) can appeal a deferral decision in accordance with S P Jain's "Student Grievance and Mediation Policy and Procedures".

Related Documents

a. Domestic Student Refund Policy
b. International Student Refund Policy
c. Doctor of Business Administration Admission Policy
d. Postgraduate Admission and Selection Policy
e. PRISMS and Confirmation of Entitlement (CoE) Issuance, Suspension, Cancellation and Monitoring Procedures
f. Student Grievance and Mediation Policy and Procedures
g. Undergraduate Admission and Selection Policy

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Deferral Request From (prior to course commencement)

Title: Mr ☐ Ms ☐ Mrs ☐	Gender: Male ☐ Female ☐
First Name:	Last Name:
Contact Number:	Personal E mail id:
Address for correspondence:	
Course Name PG [_____] UG [_____]	
(Specify Course Name: Example: for PG Programs - Master of Global Business; for UG Programs – Bachelor of Business Administration)	
Application No:	
Commencement Date:	Campus:
intake:	Academic Year:
Deferral for: (Next Course Commencement Intake / Academic Year)	Proposed date:

Reasons for Deferral (Tick appropriate reason and provide supporting documentary evidence)

Illness ☐ being victim to a crime ☐ bereavement of immediate family member/s ☐ injury ☐ personal / family problems ☐ others ☐ (Please specify ——————————————————————————————————)

Student Declaration

• I declare that the information provided in this form is complete and accurate. • I authorise management to take the final decision on my deferral application and on the way forward amend enrolment status / mode of delivery as required. • I understand that I need to complete the course within the duration as specified as per my terms of enrolment. • I have read and understood the Refund Policy and Procedure and accept that the program fee for the deferred program fee may differ from original fee paid.
Applicant Name	Applicant Signature and Date

Office use only:

Date Received	Date Processed	Signature

Appendix 2

Deferral Request Form (after course commencement)

Title: Mr ☐ Ms ☐ Mrs ☐	Gender: Male ☐ Female ☐
First Name:	Last Name:
Contact Number:	S P Jain E mail id:
Current Country of Residence:	Personal E mail id:
Course Name PG ☐ UG ☐	
(Specify Course Name: Example: for PG Programs - Master of Global Business; for UG Programs – Bachelor of Business Administration)	
Roll No:	
Current Term / Semester:	Current Campus:
Current intake:	Prospective intake:
No. of Terms / Semesters of deferral:	Proposed date of resuming:

Reasons for Deferral (Tick appropriate reason and provide documentary supporting evidence)

Illness ☐   being victim to a crime ☐   bereavement of immediate family member/s ☐   injury ☐

personal / family problems ☐   others ☐   (Please specify ——————————————————————————————)

Student Declaration

- I declare that the information provided in this form is complete and accurate.
- I authorise management to take the final decision on my deferral application and on the way forward amend enrolment / mode of delivery status as required.
- I understand that if I am granted deferral, I need to complete the course within the duration as specified as per my terms of enrolment.
- I understand that if my deferral request is granted, I will not be eligible to apply for any further deferrals.
- I have read and understood the International /Domestic Refund Policy and Procedure and accept that the course (program) fee for the new cohort to which I will be transferred fee and understand that it may differ from original fee paid.

Student Name	Student Signature and Date

Office use only:

Date Received	Date Processed	Signature