

Course Deferral Policy and Procedure

1. What this process covers

Use this process to request a later course start or a temporary break from study. An extension is different: it gives more time to finish while continuing to study. Withdrawal ends the course or specified part of it. Tell Student Services which change you want; a request to defer is not automatically a withdrawal.

EQC enrolls students aged 18 or older only. There are no under-18 admission exceptions. This college admission rule is separate from government funding eligibility. All enrolled students may use this request route. The decision must take account of the student agreement, course availability and any applicable funding, loan or overseas-student requirements. A break does not automatically extend a subsidy, training contract, visa or course completion deadline.

2. Make a request

Email **team@equinimcollege.com**. For help, call **1800 338 883** or contact Student Services. Submit the [online Course Deferral Request Form](#) or email your name, student number if known, course and requested break and return dates. Tell Student Services about an urgent deadline if relevant. Reasons and affected units are not mandatory form fields. Relevant context or evidence may be requested only where needed to assess the change. Ask for assistance or reasonable adjustments if needed.

Apply before your scheduled start or course end date where possible. Explain a late or urgent request so it can be considered fairly. Provide relevant supporting information when needed to assess the request; do not send unnecessary medical details. Ask Student Services about a confidential way to provide sensitive evidence.

While the request is being considered, tell Student Services promptly if you cannot attend or study. Do not assume the break has been approved or that fees or census days have stopped. If you intend to withdraw, give clear written withdrawal notice instead of waiting for a deferral decision.

3. Assessment and outcome

Student Services records when the request was received and confirms the expected response date. The Operations Manager or authorised delegate considers the reasons, relevant evidence, reasonable adjustments, proposed return arrangements and applicable course and funding limits. Requests are handled as soon as practicable, with urgent deadlines identified. If delayed, the student is told the reason and revised expected decision date.

For ordinary fee-for-service enrolments, the existing agreement normally limits a deferral to six months. This is a college condition, not a universal legal limit. Apply it consistently with the agreement and applicable legal requirements, including reasonable adjustments. Consider whether a teach-out or course change prevents the proposed return and explain available alternatives.

Written decision

Give a written decision with reasons. If approved, confirm the break and return dates, affected units, revised completion arrangements, study obligations during the break and any lawful fee or refund effects. If refused, explain the review route. A request or approval does not waive fees already lawfully due, remove refund rights or create a new fee.

4. Fees and funded training

Any deferral or rescheduling charge must be permitted for the enrolment and disclosed, with its amount and basis, before the student agrees to it. This policy does not set a new administration fee. Do not use an undisclosed charge or debt dispute to block a legally protected withdrawal. A deferral does not by itself decide whether a refund is payable.

WA and Queensland funded students: Student Services and the funding officer check the actual program, commencement cohort, agreement, training end date and any required variation before confirming a funded return. Explain any effect on fees, subsidy eligibility and remaining entitlement. Do not apply ordinary FFS charges automatically to funded training or promise funding beyond an approved period.

Where an apprenticeship or traineeship is involved, coordinate any required training-plan or training-contract changes with the employer and relevant state authority. A college study break does not itself suspend or cancel the employment training contract.

For Career Start and Career Boost, an enrolment in another DTET-funded qualification still counts while it is on hold or deferred. Foundation skills and self-funded/FFS qualifications are excluded from that concurrent-enrolment restriction. Withdrawing does not automatically restore a used funding entitlement; check the applicable pathway before committing to another course.

5. VET Student Loans, where applicable

If the course or part of it is covered by VET Student Loans, identify its census day before changing the study plan. To avoid tuition liability for a part the student will not undertake, the student must give clear written withdrawal notice on or before that part's census day. A pending request to defer is not a substitute for that notice. Student Services must not delay a timely withdrawal while considering a break.

Explain which fee periods remain, any fees or debt already incurred and the option to seek re-credit in special circumstances after census day. A deferral alone does not cancel an existing debt. Make required enrolment and progression updates; arrange the relevant progression confirmation when the student returns. Re-enrolment after withdrawal requires fresh written permission given after the withdrawal.

NSW Smart and Skilled training

For NSW subsidised qualifications, deferrals must total no more than 12 months from receipt of your notice. Training must start within 12 months of enrolment despite any deferral. A part qualification lasting less than 12 months cannot be deferred. EQC explains the fee and return implications before confirming a break. If you do not return within the permitted 12-month deferral period, EQC records discontinuation; a later return requires a new enrolment assessment and notification process.

Student Services first explores support or other arrangements that may allow continued training, without pressuring the student to remain. The funding officer checks the applicable activity period, approved qualification, training plan and fee implications. Do not automatically apply the ordinary six-month fee-for-service condition to NSW funded training.

Record receipt of the notice, approved dates, decision, communications and evidence. Submit the relevant training activity data with Deferred value D. Update end dates for units reported with outcome 70, and start and end dates for uncommenced units. Keep a request, file note or log and evidence of each deferral.

If the student does not recommence within the permitted deferral period, follow the NSW discontinuation process in the Student Withdrawal Policy and Procedure and finalise reporting. A student returning after discontinuation is treated as a new student for the Notification of Enrolment process.

For NSW Smart and Skilled training, EQC refunds the student fee in full if you withdraw before training starts. After training starts, EQC refunds the unused training portion. If you exit with a lower qualification, EQC refunds any amount paid above the applicable student fee for that qualification. These are EQC's published refund terms; statutory rights and any more favourable existing contractual rights remain available.

A deferral itself does not settle refund eligibility or cancel loan debt. Apply the [Fees, Charges and Refunds Policy and Procedure](#) and any relevant VET Student Loans census-day protections. Preserve the student's lawful existing contractual rights.

6. Overseas students, where applicable

The international-student officer assesses requested deferral or suspension on compassionate or compelling grounds, using relevant evidence. These generally involve circumstances beyond the student's control affecting progress or wellbeing, such as serious illness or bereavement. Record the assessment, reasons and approved dates. An ordinary six-month FFS limit must not replace this assessment.

Explain the effect on course duration and the Confirmation of Enrolment, report required enrolment changes in PRISMS and advise the student to seek Immigration advice about visa consequences. Do not promise a visa outcome.

7. Return to study

Before the agreed return, confirm the timetable, remaining units, support needs, assessment arrangements and any permitted changes to completion dates or fees. Preserve previously achieved results and consider required course-transition arrangements. Obtain agreement to material changes where required. A different course or a return after withdrawal may require a new enrolment assessment.

If the student cannot return as planned, they should contact Student Services promptly to request a further assessment or withdraw. Do not silently extend the break or automatically treat non-attendance as consent to a new enrolment. Follow the relevant withdrawal or provider-cancellation process if the enrolment is to end.

8. Review and records

Students may challenge a refusal, fee decision or other adverse outcome through the [Complaints and Appeals Policy and Procedure](#). Ask Student Services for help. Applicable independent-review rights remain available.

Keep the request, relevant evidence, decision, communications, agreed dates and required enrolment or funding updates securely. Use information only as needed to assess and administer the request or meet legal obligations. Apply the relevant retention requirements and respect existing contractual rights.

This process concerns student-requested changes. A suspension or cancellation initiated by EQC must follow the applicable notice and appeal safeguards in the Student Withdrawal Policy and Procedure. Relevant student agreements and refund rights continue to apply; this policy does not retrospectively remove a student's contractual protection.