



DEFERMENT POLICY

Version 1.0

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Deferment Policy

1. Introduction

Jeryk EC recognizes that students may, in certain circumstances, be unable to continue their studies for a temporary period due to unforeseen or significant personal, medical, or professional reasons. This Deferment Policy provides a clear and structured framework that allows eligible students to temporarily suspend their studies while safeguarding academic continuity, institutional integrity, and fairness.

The policy ensures that deferment requests are managed consistently, transparently, and in alignment with Jeryk EC's academic regulations, quality assurance standards, and awarding body requirements.

2. Scope

This policy applies to all currently enrolled students of Jeryk EC who wish to request a temporary postponement of their studies. It covers deferments requested for reasons including, but not limited to:

- Medical conditions or health-related matters
- Personal or family emergencies
- Professional or employment-related commitments
- Other exceptional or compassionate circumstances

The policy applies across all programmes, courses, and study modes offered by Jeryk EC and should be read in conjunction with related institutional policies, including the Attendance Policy, Withdrawal Policy, Refund Policy, and Appeals Policy.

3. Eligibility for Deferment

To be considered eligible for deferment, students must meet the following conditions:

- A formal deferment request must be submitted in writing using the official Deferment Request Form.
- The request must clearly state the reason for deferment and the intended duration of the deferment period.
- Supporting documentation must be provided where applicable, such as:
 - Medical certificates or healthcare professional letters
 - Employer letters or official work-related documentation
 - Other relevant evidence supporting the request

- Deferment requests are normally granted prior to the commencement of a semester or term. Requests submitted after the start of a term may be considered only under exceptional circumstances and are subject to additional review.

Approval of deferment is not automatic and remains subject to academic suitability, regulatory constraints, and institutional discretion.

4. Deferment Procedure and Timelines

4.1 Submission of Request

- Students must submit a completed Deferment Request Form to the Registrar's Office at least fourteen (14) working days before the intended start date of the deferment period.
- Late submissions may be rejected unless supported by compelling and verifiable exceptional circumstances.

4.2 Review and Assessment

- Upon receipt, the Registrar's Office will review the request to ensure completeness and assess its eligibility.
- The request may be reviewed in consultation with academic staff, programme coordinators, or Top Management where necessary.
- Factors considered include academic progress, attendance records, regulatory requirements, and the impact on the student's study plan.

4.3 Outcome and Notification

- Students will be informed of the outcome in writing within ten (10) working days of submission.
- Approved deferments will specify:
 - The approved deferment periods
 - The expected return dates
 - Any conditions attached to the deferment
- Unless otherwise stated, deferments are typically granted for one semester or term. Extensions require a new application and supporting documentation.

5. Conditions During Deferment

While on approved deferment, students are subject to the following conditions:

- Students are not required to attend classes, assessments, or academic activities during the deferment period.
- Access to institutional learning platforms, facilities, and academic support services may be temporarily suspended.
- Students must re-enroll or confirm their return by the agreed return date stated in the deferment approval.
- All academic regulations, curriculum updates, and assessment requirements in effect at the time of return will apply.
- Failure to resume studies by the agreed return date without prior approval may result in the student being treated as withdrawn in accordance with the Withdrawal Policy.

6. Academic and Financial Implications

Jeryk EC ensures that students are fully informed of the academic and financial consequences of taking a deferment:

6.1 Academic Implications:

- Deferment may affect the student's study progression, course duration, and assessment schedule.
- Students may need to adjust their study plans upon return to accommodate curriculum changes or revised timetables.
- Any incomplete modules, assessments, or assignments may need to be re-scheduled or re-submitted in accordance with academic regulations.
- Certification timelines may be extended to reflect the deferment period, and students are encouraged to discuss these implications with the Registrar or Academic Advisor.

6.2 Financial Implications:

- Tuition and other fees already paid may not be refundable, depending on the timing and terms outlined in the Refund Policy.
- Students may be required to pay fees for the upcoming term/semester upon return, particularly if course materials or administrative costs have been incurred during deferment processing.
- Any adjustments to scholarships, grants, or financial aid due to deferment will be communicated in writing.
- Students are responsible for clarifying financial obligations before approval of deferment to avoid misunderstandings.

7. Appeals

Students who are dissatisfied with the outcome of their deferment request have the right to appeal the decision, ensuring fairness and transparency:

- Appeals must be submitted in writing using the official Appeals Form and within the timeframe specified in the Appeals Policy.
- Grounds for appeal may include, but are not limited to:
 - Procedural errors during the deferment request review
 - Consideration of additional supporting documentation not previously submitted
 - Exceptional circumstances that were not fully considered during initial assessment
- Appeals are reviewed independently by the designated academic authority or Appeals Committee to ensure an unbiased decision.
- The outcome of the appeal is communicated formally in writing, detailing whether the deferment has been approved, modified, or rejected, along with the rationale.
- Students may escalate unresolved issues according to the Dispute Resolution Policy, including, where permitted, referral to the awarding body or regulatory authority.

8. Record Keeping and Confidentiality

- All deferment requests, supporting documentation, and related correspondence are securely stored in accordance with Jeryk EC's Confidentiality and Data Protection Policy.
- Access to deferment records is restricted to authorised personnel involved in the review and approval process, ensuring privacy and protection of sensitive personal information.
- Records are retained for purposes of:
 - Academic continuity and accurate student progress tracking
 - Internal audits and quality assurance reviews
 - Regulatory compliance and reporting to awarding bodies or authorities, if required
- Documentation ensures transparency, accountability, and traceability, and provides a historical record should any disputes or queries arise.

9. Policy Review and Compliance

Jeryk EC is committed to continuous improvement and regulatory compliance in all academic policies, including deferment:

- This policy is reviewed periodically, or earlier if required, to ensure alignment with:
 - Changes in legislation or regulatory requirements
 - Updates from awarding bodies, accreditation agencies, or professional standards
 - Internal feedback from students, staff, or quality assurance processes
 - Emerging best practices in academic governance and student support
- All revisions or updates are formally approved by Top Management or the designated academic authority before implementation.
- Students are informed of policy updates through:
 - Official communication channels (email, student portal, internal notifications)
 - Publication on the Jeryk EC website, ensuring accessibility and transparency
- Historical versions of the policy and review records are retained to demonstrate institutional accountability, regulatory compliance, and support continuous improvement initiatives.