

# Admissions Deferral Policy

## 1. Policy Statement

The information provided in this policy outlines the process for assessing, approving, and recording a deferral of commencement of studies.

## 2. Deferral

A deferral is the postponement of the start date of a program of study.

## 3. Applying for Deferral

- 3.1 Students who cannot start classes on the intake indicated in their application may request deferral of admission to a later intake.
- 3.2 The student who wishes to defer their program may submit a request by visiting [MyTSoM Student Portal](#) and completing a Deferral Request. A reason for deferral and supporting documentation must be provided for all deferral requests.
- 3.3 Deferral of admission may be granted, provided that the student submitted the request before their enrolment, or 5 business days after their enrolment, or 5 business days after the first day of class, whichever is the longest. Failure to submit requests for deferral on the deadline will result in a denial of the request.
- 3.4 Students are only allowed to defer the commencement of their course for up to (3) instances. When a deferral is granted to a student for three instances, another request will automatically be denied in the future.
- 3.5 Students who are not eligible for a deferral must attend their classes as scheduled. Non-attendance does not constitute an official deferral and will result in failure of the modules scheduled. Module retakes needed due to non-attendance will be charged as stated in the student's enrolment contract.

*Last Updated: March 22, 2022*