

Admissions Deferral Policy

Policy ID: TBD

Approved by: Compliance

Executive(s) Responsible: College Registrar & Executive Director of Admissions

Administrator(s) Responsible: Admissions and Registrar

Revision Date: May 9th, 2023

Effective Date: May 10th, 2023

Next Review Date: May 9th, 2024

Background & Scope

TSoM is committed to assisting and accommodating students who may be unable to begin their programs on the designated date in their enrolment contract. All students who wish to defer are subject to the requirements of this policy.

Purpose of the Policy

This policy outlines the process for assessing, approving, and recording all deferrals – postponements of the start date of a program of study.

Policy Statement

1. Application Process

- 1.1 Students who cannot start classes on the intake date indicated in their enrolment contract may request a deferral of admission.
- 1.2 The student who wishes to defer is to submit a request by visiting [MyTSoM Student Portal](#) and completing a Deferral Request. A reason for the deferral and supporting documentation must be provided.
- 1.3 Deferral of admission may be granted provided that the student paid the tuition deposit and submitted the request prior to enrolment, 5 business days after

enrolment, or 5 business days after the first day of class – whichever is longest. Failure to submit deferral requests by the deadline will result in refusal.

- 1.4 Students are only allowed to defer three times. Any subsequent request will be automatically denied.
- 1.5 The original tuition amount will be secured for one deferral. Students who request a second or third deferral will be subject to tuition and ancillary fees valid on the deferral request date. We encourage all students to review the latest pricing information on the TSoM website prior to submitting a deferral request.
- 1.6 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.
- 1.7 If students are not eligible for a deferral, they may withdraw from their program. See the Withdrawal Policy for details.

2. Deferral Process

For approved deferrals, the process is as follows:

- i) The student will be issued a new LOA from Admissions.
- ii) Admissions will issue a contract amendment for the student to sign. Deferrals will only be official once the amendment is signed.
- iii) As soon as international students receive their new LOA, they must communicate their program change(s) to IRCC.

Related Legislation

- 1) Consumer Protection Act, 2002
- 2) Immigration and Refugee Protection Act, 2002.
- 3) Private Career Colleges Act, 2005.

Related Policies

| Policy Name | Policy Number |
|---|---------------|
| Attendance, Absenteeism, and Leave Policy | TBD |
| Student Code of Conduct | TBD |
| Student Rights and Responsibilities | TBD |
| Suspension and Expulsion Policy | TBD |
| Withdrawal Policy | TBD |

Document History

| Date | Approval/Review/Key Change(s) |
|----------|---|
| May 2023 | Revised and reformatted; addition of deferral process |