



Document title:		Course Extension and Deferral Policy
Approving authority:		Board of Directors
Related policies:		Application and Admissions Policy Course Fees Policy Exit Points Policy Refund Policy Transition and Teach-Out Management Policy
Next review:		01/01/2029
Version	Release date	Comment
V1.0	01/08/2024	Initial release, replacing Course Extension and Adjustment Policy
V1.1	01/01/2026	Minor updates – formatting and footer standardisation. No content changes.
V1.2	27/03/2026	Minor updates – course enrolment period updated from 18 months to 12 months.

1. Introduction

This policy outlines the process and conditions for course extensions and requests for deferral of studies at ITAC. It is designed to help students manage their studies while balancing other responsibilities and unforeseen circumstances. Our aim is to provide a flexible learning environment while maintaining academic integrity.

2. Standard Duration

Standard Course Structure:

- Courses are structured to be completed in a standard period of time i.e. 6 months.
- ITAC provides a standard enrolment period well beyond this period i.e. 12 months, to accommodate various life circumstances.

3. Course Extensions:

Course extension procedures and rules:

- If students require additional time beyond their enrolment window, extensions are available at reasonable monthly rates, subject to approval.
- Extensions are typically granted for 1, 3, or 6 months.

- All extension fees are payable in advance unless otherwise approved.
- Extension requests will only be considered in the final 6 months of an existing enrolment period.

4. Student Responsibilities

As adult learners, students are responsible for:

- Completing coursework within their enrolment window.
- Allowing sufficient time for marking, potential resubmissions, and organising Workplace Learning (WPL) requirements.
- Planning for possible disruptions such as illness, school holidays, and other unexpected events.
- Completing WPL outside of school holidays at times agreeable to workplaces.

4. Holiday and Travel Considerations

- The enrolment window allows students to plan their studies around travel commitments.
- Students are encouraged to complete as much coursework as possible before travelling but can continue working on assignments while away as their schedule permits.
- Upon return, students can resume studies and complete any remaining components within the enrolment period.
- Email and phone support remains fully available during travels.

5. Unexpected Medical Situations

- The enrolment window is designed to accommodate unexpected life events, including medical issues.
- Students can adjust their study pace without needing formal deferrals in most cases.
- For severe medical conditions, short-term extensions may be considered at no additional cost and evaluated on a case-by-case basis.

6. Course Deferrals

While ITAC does not offer course deferrals, our course structure is designed to provide significant flexibility, eliminating the need for deferrals in most cases:

6.1 Built-in Flexibility:

- The enrolment period includes flexible time beyond the standard course completion timeframe.

- This extended period allows students to effectively manage their studies around various commitments and unexpected events without needing to apply for formal deferrals.

6.2 Adjusting Study Pace:

- Students can slow down or pause their studies as needed within their enrolment window.
- For unexpected situations (e.g., medical issues, travel), students can adjust their study pace without formal procedures.

6.3 Travel Considerations:

- Students can plan extended travel without formal deferrals.
- Coursework can be continued while travelling, as schedules permit.
- Full email support remains available during travel periods.

6.4 Medical Situations:

- The extended enrolment period accommodates most medical situations without requiring formal deferrals.
- For severe medical conditions, short-term extensions may be considered on a case-by-case basis.

6.5 Support for Continuation:

- Rather than deferring, students are encouraged to maintain engagement with their studies, even at a reduced pace.
- ITAC offers support and guidance to help students continue their studies while managing other commitments.

This flexible approach allows students to customise their study schedule within their enrolment window, effectively providing the benefits of a deferral without the need for a formal extension.

7. ITAC's Discretion

ITAC maintains full discretion in all matters pertaining to extensions and the application of this policy.

8. Application Process

Students requiring extensions beyond their enrolment window should apply in writing, preferably using the designated master form in their student portal.

9. Additional Support

Students facing challenges with their studies can be connected with experienced trainers for guidance and support strategies.

10. Training

Relevant staff will be made aware of this policy as part of ongoing compliance and induction processes.