



DEFERRAL POLICY

1. Policy

The following policy outlines the conditions under which a first semester student enrolled with Hanson International Academy, hereinafter Hanson, may defer to the corresponding intake. 'Defer' is defined as to request acceptance to a corresponding intake rather than enrolling in the semester for which the initial Letter of Admission (LOA) was issued.

Any deferral approved by Hanson is strictly for institutional enrolment purposes and does not supersede CIC bylaws and regulations as pertaining to the enforcement of Study Permits, Student Visas, Canada Border Services Agency (CBSA) or the *Immigration and Refugee Protection Act, 2001*.

2. Deferral Requests

- 2.1. Hanson International Academy does not schedule a designated academic break and would advise students wishing to discontinue their studies (for any reason) to first consult with a licensed Immigration Consultant and visit the Citizenship and Immigration (CIC) website (<http://www.cic.gc.ca/english/>) for bylaws and regulations for international students and study permits.
- 2.2. Only incoming semester 1 students are eligible to request a Deferral.
- 2.3. Current Hanson students (second semester and above) wishing to discontinue their studies longer than two (2) weeks are subject to the 'Withdraw Policy' and must fill out the 'Temporary Withdraw Form'.
- 2.4. Students wishing to defer their acceptance to the next intake must receive prior approval from the Associate Director, Student Services.
- 2.5. **Deferral Request Approvals**
 - 2.1.1. Deferral approval would constitute the student a Letter of Admission and a reserved seat in the corresponding intake.
 - 2.1.2. Deferrals may be granted in exceptional cases only and are assessed on a case by case basis.
 - 2.1.3. Deferral request approvals are also subject to capacity and availability in the corresponding semester.
 - 2.1.4. To be eligible to request a deferral, students must have:
 - Registered with Hanson International Academy by the specific Registration Deadline
 - Paid all tuition fees in full
 - Signed a Student Enrolment Contract
 - Signed and completed the Deferral Request Form (available at Student Services)



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- 2.1.5. Deferral Request Form must be completed and submitted to a Student Services staff member at least 1 week prior to the commencement of the semester for which the student was issued the Letter of Admission.
 - 2.1.6. The Director, Student Services will notify the student whether the deferral request was approved or not within three (3) days of receiving the request.
- 2.6. Subsequent Deferral Requests**
- 2.1.1. Students can only apply and receive approval for deferral once.
 - 2.1.2. Any student that wishes to defer for the second time must officially withdraw and resubmit their application for re-admission to the college. Admission requirements and procedures will still apply. Please see the *Withdraw Policy* and *Admissions Policy* for further details.
 - 2.1.3. Application is subject to availability and the student might incur additional application fees.