

DEFERRAL POLICY (GC-POL-28)

Item	Detail
Policy No.	GC-POL-28
Effective Date (this revision)	September 29, 2026
Next Scheduled Review	September 29, 2027
Applies To	All students in all programs
Responsible Office	Office of the Registrar
Regulatory Basis	Private Training Regulation ss.24(4)(d), 24(5), 29–36, 46, 47; PTIRU Policy Manual s.3.2.2
Related Policies	GC-POL-03 Student Dismissal; GC-POL-09 Tuition and Fees; GC-POL-10 Refund; GC-POL-13 Leave of Studies; GC-POL-29 Student Withdrawal
Institution	Guildford College Inc. PTIRU Institution No. 04470

1. Purpose

This policy explains how a student may postpone their start date to a later cohort, what it costs, and how a deferral relates to withdrawals and refunds.

2. Definitions

- **Deferral:** a formal, approved postponement of a student's program start date to a later, specified cohort of the same program. A deferral is not a withdrawal and does not end the Student Enrolment Contract.
- **Leave of studies:** an approved break after studies have started, governed by the Leave of Studies Policy (GC-POL-13).

3. Requesting a deferral before the start date

1. A student may request a deferral in writing (email or letter) to the Admissions or Finance Office (admissions@guildfordcollege.com) at any time before the start date of their current cohort.
2. The College decides within five (5) business days and confirms the decision, the new cohort and the new start and end dates in writing. The new dates are recorded in a written amendment to the Student Enrolment Contract signed by the student and the College.

3. An approved deferral carries a deferral fee of \$500.00, payable when the deferral is approved. The deferral fee is a related (administrative) fee. It is refunded, together with all other related fees other than the application fee, whenever the Refund Policy (GC-POL-10) requires related fees to be refunded, including a notice of withdrawal no later than seven (7) days after signing the contract and before the start date, and any withdrawal or dismissal no later than seven (7) days after the program start date.
4. If the deferral request is received within three (3) weeks of the cohort start date and the student is on a payment plan, the First Payment (deposit) and the final scheduled payment are swapped; the total program cost does not change.
5. Study-permit holders: a deferral changes the start date on the Letter of Acceptance. The College issues an updated Letter of Acceptance (fees for additional letters are \$25.00 each and never exceed \$250 in total) and reports the change as required by IRCC. Students remain responsible for their own immigration status.

4. Requests after the start date

Requests received on or after the cohort start date are not eligible for a standard deferral. Once instruction has begun, a student who wishes to stop must give a written notice of withdrawal under the Student Withdrawal Policy (GC-POL-29), or may apply for a leave of studies (GC-POL-13). In documented medical or compassionate circumstances only, the Senior Educational Administrator may approve a post-start deferral; the \$500.00 deferral fee applies and tuition for instruction already provided is retained only as the Refund Policy (GC-POL-10) allows.

5. Limits

- A student may have one (1) deferral per program enrolment. A second deferral is approved only in documented medical or compassionate circumstances, with a further \$500.00 deferral fee.
- A deferral must place the student into a cohort starting within twelve (12) months of their original start date. A request beyond this window cannot be approved; the student may continue in their current cohort or withdraw by written notice.

6. Not attending the deferred cohort

A student who does not attend the cohort to which they deferred, and has not had a second deferral approved before that cohort's start date, will be dismissed from the program by written notice of dismissal under the Student Dismissal Policy (GC-POL-03). Refunds are calculated under the Refund Policy (GC-POL-10) as of the date of the notice of dismissal.

7. Disputes

A student may dispute a deferral decision under the Dispute Resolution Policy (GC-POL-02). No fee is charged for a dispute.

Approved by: Firas Haddad, President & Senior Educational Administrator, Guildford College Inc. · Approved and effective September 29, 2026.

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