

Policy Title: Deferment of Enrolment Policy

Approved by: Campus Director

Executive(s) Responsible: Associate Director, Student Services/Registrar; and Admissions Manager

Administrator(s) Responsible: Admissions Officer; Registration and Enrolment Services Officer

Revision Date: N/A

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Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) recognizes that, due to different circumstances, students may not be able to start their program of study at the originally contracted start date. We are committed to trying to accommodate students facing these situations as best as possible.

This policy applies to all incoming CCTB students.

Purpose of the Policy

The following policy outlines the conditions under which a new student to be enrolled at the Canadian College of Technology and Business, hereinafter CCTB, may request to change their enrolment date. A change in enrolment date is defined as requesting acceptance to a different intake other than the intake in which the initial Letter of Admission (LOA) was issued.

Policy Statement

1. Deferral Request Procedure

- 1.1. CCTB strongly advises international students wishing to discontinue their studies (for any reason) to first consult with a Registered Canadian Immigration Consultant (RCIC) and visit the IRCC website (<http://www.cic.gc.ca/english>) for bylaws and regulations for international students and study permits.
- 1.2. Only incoming students are eligible to request a change in enrolment date. Once a student has accepted and confirmed enrollment for an intake, they waive their right to change to another intake.
- 1.3. Current CCTB students wishing to discontinue their studies are subject to the CCTB Withdrawal Policy and the CCTB Student Leave of Absence Policy and must fill out the withdrawal form.

1.4. Students wishing to change their enrolment to a different intake must submit their request through the student portal.

2. Deferral Eligibility

2.1. The change request form must be submitted to the Student Portal: <https://students.canadianctb.ca>

2.2. Students are allowed three intake changes without penalty. Students who request to change intakes for the fourth time will be asked to withdraw and resubmit their application (including \$250 CAD application fee) for a different intake.

*This will not apply to students who present a visa refusal letter and have presented evidence of visa reapplication within five (5) business days of receipt of the visa refusal.

2.3. Deferment request approvals are also subject to capacity limits and availability in the next semester.

2.4. To be eligible to request an enrolment date change, students must:

- Be an incoming new student who has not previously been enrolled in an intake;
- Be a student who is eligible to enrol to a CCTB program;
- Have paid the tuition deposit and have signed the enrolment contract;
- Have a valid Letter of Admission for a particular intake; and
- Have submitted the request through the student portal

Related Policies

Policy Name	Policy Number
Student Leave of Absence Policy	
Withdrawal Policy	

Document History

Date	Approval/Review/Key Change(s)