

**Policy Title:** Deferment of Enrolment Policy

**Approved by:** Campus Director; Executive Director, Admissions

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

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

**Revision Date:** January 02, 2026

**Effective Date:** January 05, 2026

**Next Review Date:** December 31, 2026

**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 Acceptance (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. The application fee of \$250 will be charged for all intake start date and program change requests except when the change is initiated by CCTB.

\*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
<b>Student Leave of Absence Policy</b>	
<b>Withdrawal Policy</b>	

## Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Added requirement to make deferral request mandatory on Student Portal
02 Jan 2026	Added application fee charge for all program/intake change requests