



# Commonwealth Teaching Scholarships

## Deferrals Policy

### 1. Purpose

The Commonwealth Teaching Scholarships (CTS) Program Deferrals Policy (policy) defines the allowable deferrals for individuals who are in receipt of a Commonwealth Teaching Scholarship.

This policy should be considered in conjunction with the CTS Grant Opportunity Guidelines (Scholarship Guidelines) and the Scholarship Agreement, available on the [Scholarships website](#).

### 2. Background

Section 3.7 of the Scholarship Guidelines outline the requirements for deferral from study.

### 3. Deferrals criteria

If a CTS recipient defers their initial teacher education (ITE) program, the individual must also seek approval from the Department of Education (the Department) to defer the scholarship.

CTS recipients seeking a deferral of their scholarship must already have approval from their Higher Education Provider (HEP) to defer their studies. HEP approval of a deferral of studies does not guarantee approval of a request for deferral of the scholarship.

The Department will provide this approval where the request is based on the following extenuating circumstances if they significantly impact a recipient's ability to fulfill their obligations under the Scholarship Agreement (noting this list is not exhaustive):

- Medical: e.g. significant physical or mental illness/injury; significant exacerbation of existing condition
- Hardship: e.g. victim of significant crime including family and domestic violence; financial hardship; sudden, unexpected primary caring responsibilities
- Compassionate: e.g. death/sudden serious illness of immediate family member

- Duties: e.g. military, emergency/volunteer emergency services
- Disaster: e.g. significant natural disaster/geo-political event
- Official cultural or religious observance.

The Department will not provide this approval where the request is based on the following circumstances (noting this list is not exhaustive):

- Criminal conviction during the ITE course
- Personal travel plans unrelated to one of the extenuating circumstances.

## 4. Seeking a deferral

Individuals must submit any request for deferral via the form provided by the Department, which is available upon request. Submitted forms must include all required official supporting evidence to substantiate the claim.

Scholarship Deferral requests must include:

- Reason for request
- Evidence of approved deferral from the higher education provider.

## 5. Consideration of deferral application and decision

The Department will consider the request and all relevant evidence provided to determine if the deferral can be granted. If additional evidence is requested, the CTS recipient will have 14 days to respond with supplementary evidence. Should additional time be required to obtain evidence, the recipient must request additional time in writing before the 14 days has been reached.

CTS recipients will be advised of the decision outcome in writing within 30 days of the initial request or where additional evidence is required, within 30 days of the receipt of supplementary evidence.

Where an exemption is deemed more appropriate, the Department may advise the CTS recipient to submit an exemption request in writing and utilise the deferral evidence to support the request.

Any Departmental approved deferral will impact the period to complete the commitment to teach. If a recipient's ITE program continues beyond the period of scholarship funding, this will reduce the time available to complete the commitment to teach.

The Department will not approve any deferral of the scholarship in excess of 12 months, regardless of whether the higher education provider extends it. If your deferral is extended beyond 12 months or you do not return to your studies, you may need to pay back the scholarship funding.

## 6. Complaints

Any complaint about a decision made by the Department will be handled in accordance with the Department's Complaints Procedures outlined in the [Complaints Handling Policy](#).