

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	1037
Policy Title	IBU Deferral Policy
Policy Owner / Responsible Offices	Office of the Registrar
Approval Authority	Board of Directors
Applies To	All full-time domestic and international students registered in a program at IBU
Approval Date	November 28, 2025
Effective Date	November 28, 2025
Review Date/s	Every three years from the approval date
Revision Date/s	-
Revision Implementation Date/s	-

1. INTRODUCTION AND BACKGROUND

It is the responsibility of students attending the International Business University (“IBU” “us”, “we”, and/or “our”) to familiarize themselves with IBU’s deferral of admission and tuition fee policies after having accepted an offer of admission to IBU.

2. PURPOSE

This policy details IBU’s process for students who wish to request a deferral of admission in a respective program after accepting their offer for admission into IBU. Deferrals are processed only in exceptional circumstances with these circumstances and standards for granting deferrals outlined below.

The purpose of this policy is to ensure a transparent, fair, and consistent framework for assessing deferral requests while maintaining academic integrity, cohort planning, and regulatory compliance. It clarifies eligibility criteria, documentation requirements, timelines, and decision-making authority, ensuring that students understand their obligations and options following acceptance of an offer of admission.

3. POLICY STATEMENT

All students are financially and academically accountable for their enrollment at IBU. This policy aims to uphold principles of procedural justice and fairness, highlighting the importance of transparency in decision-making, allowing individuals to express their views, and ensuring access to impartial and unbiased decision-makers.

4. APPLICABILITY

This policy applies to all full-time domestic and international students registered in a program at IBU including undergraduate, graduate, and professional courses.

5. DEFINITIONS

Deferral of Admission

A formal postponement of the commencement of a student's program of study after acceptance of an offer of admission, subject to approval under this policy.

Deferral Request Form

The official IBU form that must be completed and submitted by a student seeking a deferral of admission.

Exceptional Circumstances

Circumstances beyond the student's reasonable control that may justify a deferral, as specifically outlined in this policy.

Executive Dean and Vice-President, Academic (or designate)

The senior academic officer authorized to approve deferral decisions in conjunction with the Registrar.

6. POLICY

6.1 RESPONSIBILITIES

The responsibility and authority for adherence and review of this policy resides with the Dean/Vice President (or designate), with that responsibility shared with the Office of the Registrar, IBU's Academic Council, department chairs and faculty, as appropriate.

6.2 DEFERRALS

All IBU Students are expected to begin their studies in May, September or January of the academic calendar year in accordance with IBU's program cohorts. Should a student wish to defer their program, such requests will be considered by the Office of the Registrar on a case-by-case basis and only in certain circumstances. Decisions on deferral requests will take approximately twenty (20) business days and must be approved by both IBU's Registrar and the Dean/ Vice-President (or designate).

Deferrals may be granted for the following reasons:

- Delays in the processing of study permit by Immigration, Refugees and Citizenship Canada (IRCC).
- an unforeseen change in the student's health or family situation; or
- an unexpected and documented financial difficulties.

For changes in health or family status, written documentation from a healthcare provider or relevant professional is necessary. For financial difficulties, students must provide proof of their situation.

IBU will not consider deferral requests for the following reasons:

- To complete a current or new degree program.

- For personal leave reasons not mentioned above.
- Uncertainty about pursuing a career in the related program.

6.3 HOW TO SUBMIT A DEFERRAL REQUEST

A deferral request must be submitted in writing by the accepted student by filling out IBU's Deferral Request Form. Deferrals shall be submitted via email to deferrals@ibu.ca. Students are required to submit the completed form together with the necessary supporting documentation, letter of acceptance, and tuition fee receipt at the time of submitting their Deferral Request.

The Office of the Registrar will review the deferral request and documentation provided and will determine whether the student meets the deferral granting standards. Decisions on deferral requests will take up to twenty (20) business days. Both IBU's Registrar and the Dean/Vice-President (or designate) must sign off in writing on such decisions.

All documentation related to deferral requests will be gathered, securely stored, and disposed of in accordance with IBU's ministerial records retention requirements, and privacy policy.

6.4 DEFERRAL DEADLINES

Students are required to submit their Deferral Request Form by the following dates dependent on their intake commencement date:

Intake	Deferral Deadline
September	On or before July 2
January	On or before November 1
May	On or before March 1

6.5 DEFERRAL CONDITIONS AND OUTCOMES

Deferrals if granted are limited to the upcoming academic calendar term; IBU will not grant extensions of deferrals into another academic calendar term. Deferrals if refused, are not appealable.

If a deferral request is denied, the student is expected to commence their studies at IBU as originally planned or may choose to withdraw their acceptance from the program in accordance with IBU's Tuition Fee Refund Policy.

If an International Student, if the student is in Canada at the time of the deferral request, and they wish to remain in Canada, they must begin their studies the following academic calendar term or within 150 calendar days from the date the deferral of admission is granted, whichever comes first.

If a student decides not to enroll in the related program in a subsequent academic calendar term, they will forfeit their deferral of admission, be required to withdraw from the Program in accordance with IBU's Tuition Fee Refund Policy.

7. ROLES AND RESPONSIBILITIES

- **Students** are responsible for submitting complete deferral requests by published deadlines, including required documentation and fees.
- **Office of the Registrar** is responsible for reviewing requests, assessing eligibility, maintaining records, and issuing decisions.
- **Executive Dean/Vice-President, Academic (or designate)** is responsible for co-approving deferral decisions.
- **Academic Council and Faculty** may be consulted by the Registrar and the Vice President, Academic when appropriate.

8. REVIEW

This policy shall be reviewed every three years or earlier to ensure continued relevance, for regulatory compliance, and alignment with institutional academic and enrollment practices.

9. COMPLIANCE PROCEDURES

Failure to comply with the requirements of this policy, including submission deadlines, documentation standards, or fee payment, may result in denial of a deferral request and enforcement of applicable academic and financial policies.

10. EVALUATION AND QUALITY ASSURANCE

IBU will monitor the application of this policy through enrollment data, deferral trends, and periodic administrative review to ensure fairness, consistency, and alignment with quality assurance and regulatory expectations.

11. RELATED DOCUMENTS

- IBU Policy for Tuition and Fee Refund
- Deferral Form