



Variation to Enrolment Policy

1 Purpose

The purpose of this policy is to define the framework used to manage the deferral or withdrawal of a domestic student.

2 Scope

This policy applies to all **domestic students** enrolled at the Institute.

3 Definitions

Withdrawal: refers to the cessation of enrolment in a course (course withdrawal).

Deferral: refers to the suspension of a course of study by a student.

4 Procedures

4.1 Student Initiated Deferral or Withdrawal from Studies

Deferral of studies

A student who wishes to defer their enrolment while undertaking their studies must inform the Institute in writing by using the Application for Deferral of Study. Students can defer for up to 12 months and an application fee of \$150 applies.

Withdrawal from Enrolment

Students seeking to withdraw from their studies must submit the Application to Withdraw from Studies Application Form. There is no cost for requesting to withdraw from studies.

4.2 Institute Initiated Withdrawal from Studies

The Institute may initiate the cancellation of a student's formal enrolment for student misbehavior, which includes the following:

- failure to pay course fees; or
- any misbehaviour outlined in the Student Code of Conduct; or
- unsatisfactory course progress.

The Student Code of Conduct is made available to students through the Educational Policy on the Institute's website.

If the Institute intends cancelling the student's enrolment where it is not the student's request, the student will be informed in writing. Students will be provided with the opportunity to transfer to the non-assessed version of the course, where the student has paid in full, and the student is being withdrawn for unsatisfactory course progress.

5 Policy Review

This policy will be reviewed every three years or earlier if required.

Lea Zerbes
CEO