



2.18.8 Student Withdrawals

- To withdraw from the course, a student must fill in and return a Withdrawal form.
- Students who are accessing VET Student Loans, and withdraw prior to a census date will not incur the VET student loan for that particular study period (and future study periods)
- Students who are fee for service, must adhere to the following withdrawal requirements:
 - Withdrawals received within 7 days of enrolment will incur no charge.
 - Withdrawals received more than 7 days after enrolment, but before the first 5 business days of the course commencing, will incur a \$250 administration charge. All other fees paid will be refunded according to the timelines set out in this policy
 - Withdrawals received after 5 business days of the course commencing will not receive a refund. Any outstanding fees will be due and payable according to agreed timeframes.

Related Policies

- Governance Policy
- Information Privacy Policy
- Financial Management Policy
- Record Management Policy
- Training and Assessment Policy
- Student Intake Policy

Related Procedures, Forms and Documents

- Access to Records Procedure
- Student Records Procedures
- Application & Enrolment Form
- Withdrawal Form
- Student Intake Procedure

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