

Withdrawal Policy

If for any reason you decide to withdraw from your programme of study, we hope you will talk to us first. Students choose to withdraw for a wide range of reasons and it may be that we will be able to make arrangements to help you complete your course. Refer to the refund policy.

If you have decided to withdraw because of the financial burden of paying your fees, we may be able to help you.

If you are home student studying a Diploma qualification, Foundation, certificate or diploma and have studied at that level before you may be eligible for Government Financial Support. Please contact our student affairs manager.

If you are not eligible for any of our bursaries or government financial support and are struggling to pay your fees, we may be able to offer you alternative instalments payment arrangements. Please contact our Office Manager to discuss making alternative arrangements to pay your fees.

If you have decided to withdraw because you are finding studying difficult or have failed an essay, assessment or a test, we can help you.

We offer a range of learning and study skills support workshops and one to one sessions throughout the year; please contact the student affairs Manager or the Lead Assessor. You can also speak to your personal tutor or course administer for further study support advice.

Withdrawing from Foundation, Certificate or Diploma modules

If you decide to withdraw from any of your modules **before** you have completed them, you must notify the institute in writing. Written notification in writing or (preferably by email) must be sent to:

- Student Affairs manager

Withdrawing from any programmes

If you decide to withdraw from your course before it's completed, you must **notify the institute in writing.**

Written notification (preferably by email) must be sent to both:

- Your assessor/tutor or department: to find out whom you should address your letter to and please contact your student department manager.

For all withdrawals

In your correspondence, you must include the following details:

- Your full name and student number
- The full title of the programme you are withdrawing from
- How you paid for the course (including if you have applied for/received through any other funding stream/Government funding)
- Your reason(s) for withdrawing
- If you are also requesting a refund, a medical certificate is required, where applicable
- The administrative withdrawal policy must include in the course syllabus
- Students must be informed that administrative withdrawal may have an impact on their financial aid awards and/or student visa status
- The student Affairs department initiates the administrative withdrawal process and has the right to stop the process
- The administrative withdrawal policy for each academic unit should include a provision of student notification prior to the administrative withdrawal
- Administrative withdrawals will be managed through policies established by HR in consultation with Centre manager/QA team

Please refer to our refund policy to check your eligibility. Please note that we only accept scanned proof medical certificates with the medical practice and doctor's name and signature clearly visible. We are unable to accept word documents.

The **date of withdrawal for fees purpose** will be the date of receipt of your written notice, unless your academic department has confirmed in writing an earlier last date of attendance.

I have read and understood the Withdrawal Policy.



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Signature: _____

Print name: _____

Date: _____