



CHRISTIAN HERITAGE COLLEGE

POLICY: Withdrawal for Domestic Students

Policy Group(s):	Group C: Administration – 3: Students (Ref: C3/0105.4-0512)		
Related Policy:	Grievance Policy and Procedure for Domestic Students – Non-Academic Grievances Cancellation of Enrolment for Overseas Students Deferral for Domestic Students Deferral for Overseas Students Grievance Policy for and Procedures for Domestic Students – Re-crediting and Review of Decisions		
Commencement Date:	January 2005	Review Date:	May 2017

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) recognises that from time to time students withdraw from their course of study for various reasons. It is important that a student communicate clearly to CHC their intended enrolment status to ensure CHC is able to best serve their needs and assist them in the most appropriate ways to achieve their personal academic goals.

Formal notification of withdrawal assists staff in tracking students' movement and to assist students to achieve their academic outcomes.

Scope:

This policy applies to all domestic students.

Restrictions: Overseas students

Exclusions: Overseas students – please refer to the *Cancellation of Enrolment for Overseas Students* policy.

Objectives:

1. To provide clear guidelines concerning withdrawal for students and staff.
2. To facilitate a smooth pathway of withdrawal for students.
3. To provide clear guidelines for processing applications.

Policy Provisions:

1. General

- 1.1 Withdrawal from a course of study at CHC is available to any student at any time throughout their course.
- 1.2 A student is considered to be enrolled at CHC when they accept the Offer of a Place and submit an online Unit Selection form.
- 1.3 The withdrawal date is the date upon which the online *Advice of Withdrawal* form is received at CHC and upon which all payments if applicable are made. An email or phone call cannot be considered as notification of intended withdrawal.

2. Fees

- 2.1 Withdrawal from a course of study at CHC does not attract a fee. If a student chooses to defer after the Census date academic and financial penalties will apply.
- 2.2 Withdrawal from a course of study at CHC after the Census date incurs the full payment of all tuition fees for all the units in which the student is enrolled in that semester.
- 2.3 Notifications of Withdrawal are not processed until all outstanding monies such as Library fines or late fees are paid. If payment of such fees is not made prior to the Census date, the student is liable for the full tuition fee.

3. Academic Penalties

- 3.1 Academic penalties apply to withdrawals which occur after the Census date in any semester and these are recorded on the student's Academic Transcript as follows:
 - 3.1.1 Withdrawal prior to the commencement of the semester – no unit(s) recorded;
 - 3.1.2 Withdrawal prior to the census date – no record of enrolment in the unit(s);
 - 3.1.3 Withdrawal between Weeks 5 and 8 (inclusive) – W (Withdraw); and
 - 3.1.4 Withdrawal between Weeks 9 and 16 (inclusive) – WF (Withdraw Fail)

4. Access

- 4.1 Access to all CHC services including Library borrowing rights are finalised when the withdrawal is processed.

5. Communication

- 5.1 Students must complete and submit the online *Advice of Withdrawal* form available on the CHC website. **The date of withdrawal is the date on which the application is received by CHC.**
- 5.2 Communication by mail or telephone is not considered as notification of intended withdrawal.
- 5.3 After the withdrawal has been processed, the Academic Registrar's Office informs the student in writing.

Supporting Procedures and Guidelines:

1. Student Procedure

- 1.1 Complete and submit the online *Advice of Withdrawal* form available on the CHC website.
- 1.2 Ensure any outstanding monies have been paid, if applicable.
- 1.3 **The form must be completed and signed before it will be processed.**

2. Guidelines

Financial penalties apply to any withdrawal after census date. If a student believes they have a case for the waiving of these fees they should refer to the *Grievance Policy and Procedures – Re-crediting HELP Debt and Review of Decisions* and, if they believe they meet the provisions of this policy, submit a written application to the Registrar. The Academic Registrar will make a decision in the light of *HESA 2003* and the *Guidelines*.

Academic penalties apply to any withdrawal if this is made after the commencement of Week 9.

Please refer to the table below and contact the Academic Registrar's Office if you require further clarification.

Date of Withdrawal	Transcript Entry	Fees Payable
Prior to and including Census Date	Nil	Nil
Post Census date to end of Week 8	W – Withdraw	Full fees/student contribution amount
Week 9 to end of semester	WF – Withdraw Fail	Full fees/student contribution amount

POLICY FURTHER INFORMATION

Relevant Commonwealth/ State Legislation HESA – Fairness Requirements

ACCOUNTABILITIES

Implementation: Academic Registrar
Compliance: Academic Registrar
Monitoring and Evaluation: Academic Registrar and Deans
Development/Review: Director of Quality and Standards
Approval Authority: CHC CEO
Interpretation & advice: Academic Registrar's Office

WHO SHOULD KNOW THIS POLICY?

Students
Deans
Academic Staff
Academic Administration Staff
Business Office Staff – Financial Management/Fees

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- The ratio of successful/unsuccessful deferrals
- The number of students who return to study after a period of deferral

Other: Nil

Definitions and Acronyms: CHC - Christian Heritage College
Commonwealth Supported Student – a student who is studying as a Commonwealth supported student pays a student contribution amount. (If you are Commonwealth supported it is stated on your Letter of Offer)
HESA (2003) – Higher Education Support Act (2003)

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C3/0105.2	Yes	30/11/2004	Academic Board	4.4

REVISION HISTORY – section maintained by the Directory of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
1006	Approved	12/10/2006	Academic Board	4.4
0512	Approved	29/05/2012	CHC CEO	2