

## ***Non-Academic***

# ***Withdrawal and Deferral***

<b>Version Control and Modification History Table</b>				
<b>L</b>	<b>Version</b>	<b>Modification</b>	<b>Approval Authority</b>	<b>Approved &amp; Published Date</b>
22/03/13	1.0	Original submitted	Roger Stevens	22/03/13
08/02/16	1.2	Minor title and role updates	Dr George Brown	08/02/16
12/12/16	1.3	Change in title from 'Industry training and development' to 'Industry and Career Development'.	Dr Ian Whyte	12/12/16
07/02/17	2.0	Re-write of policy and procedures	Roger Stevens	07/02/17
23/07/18	3.0	Separate policy from procedures and rewrite in revised format	Roger Stevens	23/07/18
05/12/19	4.0	Information added in relation to the needs of Aboriginal and Torres Strait Islander peoples and their traditional cultural practices	George Brown and Gerald Lipman	05/12/19
Feb 2020	4.1	Change to position titles/policy titles	CEO and Principal	May 2020

## 1 POLICY STATEMENT AND PURPOSE

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The purpose of this policy is to provide the framework on students withdrawing / deferring from ICHM courses or subjects.

## 2 SCOPE

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This policy applies to both prospective and current students of ICHM.

## 3 DEFINITIONS

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“**Census date**” is the published date for the purposes of Australian students eligible for Fee Help and is the date when 20% of the Subject is delivered

“**International Student**” is defined as a person holding a student visa as determined by the ESOS Act 2000

“**Potential Student**” is any person who has applied to ICHM and received an offer to study

“**Principal Course**” is the highest qualification covered by the student’s current student visa

“**Student**” is any person who has received an offer to study and has commenced with ICHM

## 4 POLICY DETAILS

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### **Student Initiated Withdrawal from ICHM Course**

Potential students withdrawing must advise the Manager Admissions and Administration by email to [admissions@ichm.edu.au](mailto:admissions@ichm.edu.au) providing reasons for their decision.

Students wanting to withdraw must advise the Principal either by letter or email providing reasons for their decision.

Grades for students withdrawing from enrolled subjects will be determined in accordance with the Results, Grades and Awards Policy.

Where a request is to transfer to another Education Provider, the matter will be dealt with in accordance with the Change of Provider Policy.

### **International Student**

As an outcome of withdrawal, potential and enrolled international students will be advised that their Confirmation of Enrolment will be cancelled which has implications for the student visa.

Fees prepaid will be refunded in accordance with the Fee and Refund Policy.

If a release letter is required from ICHM, an offer letter from another registered Education Provider must be provided.

The student must advise a contact address to ICHM for any future correspondence.

**Withdrawing prior to commencing with ICHM - undertaking packaged course or where a Visa to study under an ICHM COE granted.**

The Principal Course (ICHM Degree course) that the ICHM COE is issued for is a determining factor. Where a student has not commenced the Degree program this will be a significant issue in deciding whether ICHM will provide a release from the course of study. ICHM will consider each situation on its merits based on the circumstances and in accordance with the Change of Provider Policy.

**Withdrawing within first 6 months of commencing at ICHM**

ICHM will consider each situation on its merits based on the circumstances.

**Withdrawing after the first six months of commencing at ICHM**

The student should be encouraged to remain until the end of semester, completing subjects enrolled.

**Australian Student**

Australian Students can withdraw at any time up until Census Date without penalty.

Refunds of fees paid will be made in accordance with the Fee and Refund Policy.

Fee Help debt remains for subjects enrolled after Census Date.

Applications for refunds in special circumstances must be made through ICHM to the Department of Education and Training.

ICHM will remain supportive and sensitive to the needs and traditional cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion Policy*.

**Withdrawing within the first 6 months of commencing at ICHM**

ICHM will consider each situation on its merits based on the circumstances.

**Withdrawing after the first six months of commencing at ICHM**

The student should be encouraged to remain until the end of semester, completing subjects enrolled.

**Student Initiated Withdrawal from Subject**

Prior to accepting/rejecting the application to withdraw from a subject, the student will be counselled by the Principal or his/her nominee.

**International Student**

International Students, as a condition of their Visa, are required to be enrolled in a full-time course. Any reduction in load may impact on the Student Visa.

The decision to accept an international student withdrawing from a subject will be made by the Principal.

**Australian Student**

ICHM will remain supportive and sensitive to the needs and cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion Policy*.

**Withdrawal prior to Census date.**

Australian students can withdraw from a subject without penalty prior to Census Date.

**Withdrawal after Census date**

Refunds of fees paid will be made in accordance with the Fee and Refund Policy.

Any Fee Help debt remains for the subject enrolled.

Applications for refunds in special circumstances must be made through ICHM to the Department of Education and Training.

### **ICHM Initiated Withdrawal from ICHM Course**

ICHM initiated withdrawal will only occur when there is an issue with student behaviour including but not limited to evidence of fraud/misleading information/lack of academic progression or legal issues involving the student, or for compassionate reasons.

The Personal Conduct Policy and the Course Progression Policy provide definitions relating to these matters.

The student/potential student may be interviewed and given the opportunity to have a witness present.

On collection of evidence, the information will be presented to the Principal to determine the appropriate course of action.

In a matter of serious student misconduct, the matter may be referred to the Chief Executive Officer and College Council for determination.

A student/Potential student will be advised by the Principal of the circumstances which lead to the decision to not accept/continue the enrolment.

### **International Student**

The student will be advised that the Confirmation of Enrolment will be cancelled.

Fees prepaid will be refunded in accordance with the Fee and Refund Policy.

### **Australian Student**

Refunds of fees paid will be made in accordance with the Fee and Refund Policy.

Any Fee Help debt remains for the subject enrolled. Applications for refunds in special circumstances must be made through ICHM to the Department of Education and Training.

### **Student Initiated Deferral from ICHM Course**

Where a student wishes to defer, they must inform the Principal by letter or email giving reasons for their decision.

The decision on accepting a student deferring from a course will be made by the Principal.

The maximum time given for a deferral in any application will be 6 months. At the end of the first 6 months the student can seek deferral for a further 6 months with detailed reasons.

Deferral longer than 12 months requires withdrawal from the Course.

International Students will be required to leave Australia when deferral is approved.

ICHM will remain supportive and sensitive to the needs and cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion Policy*.

### **Appeals**

The student may activate an appeal against decisions made under this Policy through the Academic Grievance Policy, Non-Academic Grievance Policy and Personal Conduct Policy.

## 5 ASSOCIATED DOCUMENTATION

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Fee and Refund Policy  
Change of Provider Policy  
Course Progression Policy  
Personal Conduct Policy  
Results, Grades and Awards Policy  
Academic Grievance Policy  
Non-academic Grievance Policy  
National Code of Practice for Providers of Education and Training to Overseas Students 2018  
Education Services for Overseas Students Act 2000

## 6 RESPONSIBILITIES AND AUTHORITIES

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The Principal is the policy owner and changes to this policy must be approved by the Chief Executive Officer and the Principal.

## 7 REVIEW

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The Principal is responsible for the review of this policy on a 3 yearly basis.

## 8 ACKNOWLEDGEMENT (if applicable)

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Not applicable.

## 9 APPROVAL

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<b>WITHDRAWAL AND DEFERRAL</b>	
<b>Policy Owner</b>	Principal
<b>Version Number</b>	4.1
<b>Approval Authority</b>	Chief Executive Officer and Principal
<b>Approval Date</b>	May 2020
<b>Next Review Date</b>	May 2023