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Related documents	<i>Analytics Institute of Australia Academic Calendar Academic Progression Policy and Procedures Course Intermission Policy Fees, Charges and Refund Policy Student Code of Conduct Policy Student Grievance and Resolution Policy and Procedures</i>

1. Purpose

This document sets out Analytics Institute of Australia's (AIA) policy for formal withdrawal of students from their course, either on a voluntary basis, or a required basis due to unsatisfactory academic progress, or the breach of AIA Student Code of Conduct Policy or Australian student visa requirements.

The objectives of this policy are to:

- Identify the responsibilities students have in relation to applying to withdraw from their course.
- Describe the responsibilities of relevant AIA staff when students are formally withdrawn from their course, either on a voluntary or required basis.
- Identify the responsibilities of relevant staff in relation to approving and recording course withdrawals.

2. Scope

- This policy applies to students in undergraduate and postgraduate courses, including those in higher degree research courses, who are withdrawn from their course enrolment.
- This policy does not apply to students who wish to take a period of intermission from their course enrolment.
- This policy does not apply to students whose enrolment is discontinued in one course to have their enrolment transferred to another course at AIA.

3. Definitions

- International students:** Are students who require an Australian Student Visa to temporarily reside in Australia for study purposes.
- Required Withdrawal (administrative withdrawal):** To discontinue a student's course enrolment due to:
 - Unsuccessful course progression with show cause being dismissed
 - Failure to show cause why course enrolment should not be discontinued

- Breaching of AIA Student Code of Conduct Policy or Australian student visa requirements
- c. **Voluntary Withdrawal:** To discontinue a student's course enrolment because the student has made application to withdraw from the course.
- d. **Withdrawal deadlines:** The published dates by which withdrawal from course units needs to occur to avoid financial and/or academic penalties in a teaching period.

4. Application for Withdrawal

All students who wish to withdraw from their enrolled course must submit to the Office of Registrar a completed Intermission or Withdrawal Application Form.

Before submitting an application to withdraw from their course, international students are advised to contact the Department of Home Affairs to determine the impact that discontinuing their course enrolment will have on their student visa.

5. Implications of Discontinuing Course Enrolment

- a. If students, who have voluntarily withdrawn from their course, subsequently wish to enrol in the course again, a new application will need to be submitted.
- b. Re-admission to a course from which a student has withdrawn is not guaranteed. The decision for a new course offer will consider:
 - The student's academic performance when previously enrolled in the course
 - Any study undertaken since previously enrolled at AIA
 - The period that has elapsed since enrolment at AIA
- c. Where the course structure and content has changed since students withdrew and they wish to enrol in that course again, they will be required to meet the structure of the new course. The amount of advanced standing/credit transfer available from the previous course may also be affected.
- d. Students who have withdrawn from a previous course may find that if they wish to return to complete the course that it is no longer offered. In such circumstances they will need to apply for a related course, if available.
- e. Students who are receiving payments from Centrelink (e.g., Austudy, Youth Allowance) are advised to contact Centrelink to determine the impact their course withdrawal will have on their payments.
- f. Students withdrawn from their course after the teaching period commences but before the relevant census date, will be deemed not to have commenced the unit/s in which they enrolled for that period. They will not be liable for the tuition fees for the unit/s and enrolment in that teaching period will not be recorded on their academic transcript.

- g. Students withdrawn from their course after the census date, but before the completion date of a teaching period, will receive either Withdrawal Late without academic penalty (WL) or Fail Due to Late Withdrawal (FW) grades for any unit/s in which they were enrolled, as relevant.
- h. Where students are withdrawn from their course after the census date, but before the completion date of a teaching period, they will be liable for the full tuition fee for any unit/s in which they were enrolled. If students believe they have extenuating circumstances which should be considered for a refund or cancellation of their fee liability, they should submit a request under the AIA Fees, Charges and Refund Policy.
- i. Once students have had their enrolment discontinued at AIA, they will not have access to the AIA services. However, unless they have a financial encumbrance, they can still access AIA's Student Support Service and are advised to keep their contact details updated.

6. Record of Course Withdrawal

- a. Academic staff will record a student's course withdrawal in the Student Management System, and it will be part of the student's permanent academic record.
- b. Students who have had their course enrolment discontinued, either on a voluntary or required basis, will receive official notice, in writing, from the Registrar that it has occurred.
- c. Office of Registrar will advise relevant Unit Convenor or Course Convenor of any course withdrawals that occur while a teaching period is in progress.

7. Appeals against Decisions

- a. Students who wish to appeal decisions made or actions taken in relation to intermission from their course enrolment may do so under the AIA Student Grievance and Resolution Policy and Procedures, and must do so within 20 working days of being informed in writing by AIA of any such decisions made or actions taken.
- b. The suspension or cancellation of the overseas student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- c. Once a change has been made to an over 18-year-old accepted student's course of studies (in accordance with 7.9, above), the information will be entered into PRISMS within 31 days of the confirmation by AIA of this change.

Version History

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