

VSL4: Student withdrawal from study policy and procedure

Purpose

This policy and procedure applies to prospective and current students who are considering withdrawing from their studies; to College administrative and academic staff providing information to prospective students on behalf of the college.

Policy

Casey College of Beauty Therapy will conduct the withdrawal procedure in compliance with the VRQA Guidelines for Providers 2016, AQTF Essential Conditions and Standards for Continuous Registration, VET Student Loans Act 2016 and the VET Student Loans Rules 2016.

The College will:

- Set a Census date for each VET unit of study that is no earlier than 20% of the way through the VET unit of study
- Ensure that all students are informed of the Census dates for each VET unit of study
- Publish the Census dates on the College website
- Advise Students that it is their responsibility to inform themselves of the Census dates for their course

Withdrawals

Applications for Withdrawal are at the discretion of the Student. Casey College of Beauty Therapy appreciates that there may be a range of circumstances which cause a student to withdraw from their course of study. These often include personal or family difficulties. When considering withdrawing from their course of study, Students should seek information/advice on the possible options available to them.

Pre-Census Withdrawal

Students wishing to withdraw and who lodge an Application to Withdraw Form before the census date for a unit of study will be withdrawn without financial penalty from any unit of study in which they were enrolled. Any fees paid for the unit will be refunded or carried forward until their return to study. Students that are enrolled under VET Student Loans will not incur a HELP debt for the unit of study.

Post-Census Withdrawal

Students who lodge an Application to Withdraw Form for a course or units of study after the census date for the unit of study will incur a debt and remain liable for tuition fees.

Special Circumstances (VET Student Loans students)

If a student withdraws from a Unit of Study after the census date for that Unit of Study and believes that special circumstances apply to their withdrawal post census, they may request a remission of fees to of their VET Student Loans debt for that Unit of Study only.

* Special Circumstances apply where:

- The circumstances were beyond the student's control; and
- Did not make their full impact until on or after the census date; and
- Were such that it was impracticable for the student to complete the requirements of the Unit of Study

Notification

If no written request is received from a student by Student Services at support@caseycollege.com requesting withdrawal, the student will remain enrolled in the course for that Unit of Study and be liable for fees post census date. Census dates are published on the College website. Students may also contact Student Services if they are unsure of their census date

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Procedure

Where a Student proceeds to Withdraw from their course they must notify the college in writing. Written notification may be by completion and return of the Application to Withdraw Form', available from the [caseycollegeofbeautytherapy.com.au](http://www.caseycollegeofbeautytherapy.com.au) or , by requesting a copy from Student Services; or by email clearly stating name, address, and course title, date of Withdrawal and reason for Withdrawal.

- All communication must be sent to Student Services at support@caseycollege.com
- The date of Withdrawal will be the date of receipt of written notice.
- All Withdrawal applications must include a completed 'Application to Withdraw Form' and any other relevant and supporting documents.
- Applications will only be reviewed and processed once all paperwork is received
- The RTO Manager will review all applications and may interview the student before approving or considering the application.
- If the Student's application is approved, the College will updated the Student's status in accordance with this policy and the circumstances involved.
- If the Student deferral request is not approved then the student will have the option of lodging a formal appeal against the decision in accordance with the Policy and Procedure – Complaints, Grievances and Appeals within 28 days after receiving the notification of non-approval of deferral.

Publication

This *Student Withdrawal from Study Policy and Procedure* will be made available to Students and Potential Students through publication on the website (www.caseycollegeofbeautytherapy.com) and through the student handbook.

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