

<b>Version</b>	2.2
<b>Short description</b>	This policy has been developed to outline the responsibilities of students who wish to withdraw from their course, and for relevant staff when students are required to discontinue enrolment in their course.
<b>Relevant to</b>	All students Course Convenors
<b>Authority</b>	Academic Board
<b>Policy owner</b>	Director, Student Administration Services
<b>Responsible office</b>	Student Administration Services
<b>Date approved</b>	18 February 2021
<b>Date effective</b>	18 February 2021
<b>Review due</b>	April 2021
<b>Related Avondale documents</b>	Avondale Academic Calendar Academic Progression Policy and Rules Course Intermission Policy International Students Policy Refund Policy Student General Conduct and Discipline Policy Appeal Procedure (Academic) Unit Enrolment Policy
<b>Related legislation</b>	ESOS Act 2000 and related amendments National Code of Practice for Providers of Education and Training to Overseas Students 2018
<b>Key words</b>	Discontinued, course withdrawal, voluntary withdrawal, required withdrawal, administrative withdrawal

## 1. PURPOSE

- 1.1 This document sets out Avondale University's 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 Avondale's Student General Conduct and Discipline Policy or Australian student visa requirements.
- 1.2 The objectives of this policy are to:
  - a) Identify the responsibilities students have in relation to applying to withdraw from their course.
  - b) Describe the responsibilities of relevant Avondale staff when students are formally withdrawn from their course, either on a voluntary or required basis.
  - c) Identify the responsibilities of relevant staff in relation to approving and recording course withdrawals.

## 2. SCOPE

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to students in undergraduate and postgraduate courses, including those in higher degree research courses, who are withdrawn from their course enrolment.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

## 3. REFERENCES

- 3.1 This policy should be read in conjunction with the:
  - Avondale Academic Calendar
  - Academic Progression Policy and Rules
  - Course Intermission Policy
  - International Students Policy
  - Refund Policy
  - Student General Conduct and Discipline Policy
  - Appeal Procedure (Academic)
  - Unit Enrolment Policy

## 4. DEFINITIONS

- 4.1 **International students:** Are students who require an Australian Student Visa to temporarily reside in Australia for study purposes.
- 4.2 **Required Withdrawal (administrative withdrawal):** To discontinue a student's course enrolment due to:
  - a) unsuccessful course progression with show cause being dismissed

- b) failure to show cause why course enrolment should not be discontinued
  - c) breaching of Avondale's Student General Conduct and Discipline Policy or Australian student visa requirements
- 4.3 **Voluntary Withdrawal:** To discontinue a student's course enrolment because the student has made application to withdraw from the course.
- 4.4 **Withdrawal deadlines:** The published dates by which withdrawal from course units needs to occur to avoid financial and/or academic penalties in a particular teaching period.

## 5. APPLICATION FOR WITHDRAWAL

- 5.1 All students who wish to withdraw from their enrolled course must submit to the Academic Office a completed [Intermission or Withdrawal from Course form](#).
- 5.2 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, and if prior to completing six (6) months of enrolment at Avondale, refer to the [International Students Policy](#).

## 6. IMPLICATIONS OF DISCONTINUING COURSE ENROLMENT

- 6.1 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.
- 6.2 Re-admission to a course from which a student has withdrawn is not guaranteed. The decision for a new course offer will take into account:
- a) The student's academic performance when previously enrolled in the course
  - b) Any study undertaken since previously enrolled at Avondale University
  - c) The period of time that has elapsed since enrolment at Avondale.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.

- 6.8 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 Avondale Refund Policy.
- 6.9 Once students have had their enrolment discontinued at Avondale, they will not have access to the institution's services. However, unless they have a financial encumbrance, they can still access Student Connect and are advised to keep their contact details updated.

## 7. RECORD OF COURSE WITHDRAWAL

- 7.1 Student Administration Services 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.
- 7.2 Students who have had their course enrolment discontinued, either on a voluntary or required basis, will receive official notice, in writing, from Student Administration Services that it has occurred.
- 7.3 Student Administration Services staff will advise relevant staff of any course withdrawals that occur while a teaching period is in progress.
- 7.4 Higher degree research students who have commenced work on their thesis, and who withdraw, may be required to re-commence with a new thesis topic if they subsequently wish to enrol in the course again and are accepted for re-admission.

## 8. APPEALS AGAINST DECISIONS

- 8.1 Students who wish to appeal decisions made or actions taken in relation to intermission from their course enrolment may do so under the Appeal Procedure (Academic).

### Table of amendments

<b>Version Number</b>	2.1	<b>Replaces Version</b>	2.0, 2 May 2018
<b>Implementation Date</b>	18 February 2021	<b>Scheduled Review Date</b>	April 2021
<b>Approving Body</b>	Academic Board	<b>Approval Date</b>	18 February 2021
<b>Policy Owner</b>	Director, Student Administration Services	<b>Date first introduced</b>	30 July 2014
<b>Short description of amendment</b>	<p>V2.2 March 2023: updated branding, nomenclature and position titles, as relevant.</p> <p>V2.1 Updated logo and position titles</p> <p>V2.0</p> <ul style="list-style-type: none"> <li>• Update of relevant policy titles.</li> <li>• Change of Department of Immigration and Border Protection to Department of Home Affairs.</li> </ul>		