



Policies and Procedures

DEFERRAL AND WITHDRAWAL POLICY AND PROCEDURE

Policy Purpose

This policy is designed to outline the process for all students to defer or withdraw from a Bedford College course or unit of study.

Responsibility

Principal/CEO and Registrar

Policy Scope

This policy applies to the following students enrolled in vocational (VET) courses at Bedford College:

- VET FEE-HELP
- Non VET FEE-HELP
- Overseas students

This policy is used to evaluate deferral/withdrawal requests based on particular factors which include:

- The applicant has a thorough understanding of what the deferral/withdrawal represents to their study options
- The applicant is aware of any outstanding fees payable to the College
- The decision to defer/withdraw cannot be based on the failure to meet academic progress or attendance requirements?

The Registrar/Principal will make the final decision on whether an Application to Defer/Withdraw from a course/unit of study for any student is approved. Should the application be approved, Letters of Release are provided at no cost to students.

1. Domestic (Australian) students enrolled in a VET FEE-HELP eligible course

- a. A student wishing to defer from a course/unit of study before the census date must complete the Student Withdrawal/ Deferment Request Form which is available from the Registrar, Bedford College. On return of the completed form, an interview will be arranged between the student and the Registrar.
- b. Additional information relating to Deferment/Withdrawal is as outlined in the Refund Policies and Procedures Form – Domestic Students. Applicants should utilize both of these forms when applying for Withdrawal/Deferment of their course.

2. Overseas Students enrolled in all courses

An application from an overseas student to withdraw/defer a course will be processed in accordance with the National Code 2007 as follows.

- a. The College can only allow an overseas student to defer or temporarily suspend their enrolment (including granting of a leave of absence) in certain limited circumstances which include:
 - i. Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes) or
 - ii. Misbehaviour by the student
- b. The College will:
 - i. Inform the student that deferring, suspending or cancelling his/her enrolment may affect his/her student visa, and
 - ii. Notify the Secretary of DEST via PRISMS as required under section 19 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled.

Additional information relating to Deferment/Withdrawal is as outlined in the Refund Policies and Procedures Form – Overseas Students. Applicants should utilize both of these forms when applying for Withdrawal/Deferment of their course.

3. Where suspension/cancellation of a Student's enrolment is not initiated by the student

- a. The College will inform the student in writing of its intention to suspend or cancel the student's enrolment
- b. The student has 20 working days to access the College' internal Grievance and Appeal process
 - i. If the student accesses the College' internal Grievance and Appeal process, the cancellation of the student's enrolment will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student applies

Implementation Procedure:

1. Students seeking deferral from a course must submit:
 - a. A completed Deferment/Withdrawal Form to the Registrar, Bedford College
 - b. Any other relevant documents
2. An interview between the student and the Registrar will be arranged
3. Students will be advised in writing by the Registrar of the outcome of this application as follows:
 - If a student's deferment application is approved, all tuition fees will be transferred to the next semester or academic year
 - If the student's deferment application is rejected, the student will have the option to appeal the decision within 20 days of receipt of the notice of decision. Refer to the Non-Academic Appeal Policy and Procedure
 - If the student accesses the College' internal Grievance and Appeal process, the cancellation of the student's enrolment will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student applies
4. All information and correspondence in relation to the deferment application will be filed in the student's file.