



AREA	V – VET Policy
TITLE	WITHDRAWAL FROM A COURSE
CODE	V1.04
POLICY VERSION	1

DATE OF ORIGIN/LAST APPROVED CHANGE	DATE EFFECTIVE FROM	AUTHORISED BY	EMENDATIONS TO THIS DOCUMENT MADE BY
170428	170428	Policy Review Committee	Amon Broughton

SUMMARY

1.01.1 Student initiated withdrawal i) Before Census date ii) VET Student Loan students iii) Full fee paying students iv) Student initiated withdrawal process; 1.01.2 NYFAA initiated withdrawal i) Involuntary withdrawal from a course ii) Expulsion or other termination.

SCOPE

This policy is applicable to all students at The NYFA Australia (NYFAA) and covers all forms of Withdrawal from a course.

Withdrawal from a course can initiated by a student or by NYFAA.

The aim of this policy is to:

- Outline when a student can withdraw from a course.
- Outline when a domestic student can withdraw from a course without incurring a VET Student Loans debt or receive a refund.
- Outline when NYFAA can withdraw a student from a course.

POLICY

1.01.1 – STUDENT INITIATED WITHDRAWAL

i) STUDENT INITIATED WITHDRAWAL FROM A COURSE BEFORE CENSUS DATE

- Students may withdraw from a course of study at NYFAA at any time before the Census date for that course of study.
- NYFAA will publish Census dates via student email, the NYFAA website and Learning Management System (LMS).

ii) VET STUDENT LOANS STUDENTS

- VET Student Loan students who withdraw before the Census date will not incur a VET Student Loans debt for that semester or subsequent semesters.

iii) FULL FEE PAYING STUDENTS

- Full fee paying DOMESTIC students who withdraw before Census date will not be charged for the course, or, if they have already paid for the course will receive a full refund.
- Full fee paying DOMESTIC students who withdraw before the Census date will be refunded their deposit.
- Full fee paying INTERNATIONAL students are not automatically entitled to a refund.
- An INTERNATIONAL student may apply for a refund if special considerations apply. Please consult V1.05 Refund Policy.

iv) STUDENT INITIATED WITHDRAWAL FROM A COURSE AFTER THE CENSUS DATE

- Students may withdraw from a course of study at NYFAA after the Census date.
- Students who withdraw after the Census date will be charged for the course within the Census date timeframe.
- Students who withdraw after the Census date are required to have an exit interview with the Academic Dean/Campus Manager or other nominated NYFAA representative.
- A student who withdraws after the Census date may apply for a refund if special considerations apply. Please consult V1.05 Refund Policy.

iv) STUDENT INITIATED WITHDRAWAL PROCESS

- Students who wish to withdraw from a course are required to notify Student Services.
- Student Services will send the student a withdrawal form. The student must apply to withdraw in writing using the withdrawal form.
- If the student has withdrawn after the Census date they will have an exit interview with the Academic Dean/Chair/Assistant Chair or other nominated NYFAA representative.
- Student Services will notify the student of their withdrawal status.
- Please consult V1.04.1 Withdrawal Process.

1.01.2 – NYFAA INITIATED WITHDRAWAL FROM COURSES

i) INVOLUNTARY WITHDRAWAL FROM A COURSE

- Students who do not attend classes or meet other commitments to their study (including but not limited to Orientation and LMS training) during the first two weeks of a semester can be involuntarily withdrawn from courses by NYFAA.

ii) EXPULSION OR OTHER TERMINATION

- Students who are expelled or terminated for academic or non-academic reasons will be withdrawn from all courses at NYFAA.
- Academic reasons for termination include, but are not limited to, poor attendance, failure to complete assessments, and breaching Academic Misconduct Policy.

- Non-academic reasons for termination can include breaching the NYFA Code of Conduct and/or Non-Academic Misconduct Policy.
- Non-academic termination can include a student who is unable to complete the course due to medical or other reasons.

1.01.3 – NO REFUND OF THE APPLICATION FEE

Please note that the application fee is not refundable under any circumstances.