

 <p>CAMPION COLLEGE AUSTRALIA</p>	<p align="center">WITHDRAWAL FROM STUDIES AND COURSE VARIATION POLICY</p>
Document Type	Academic
Administering Entity	Director of Operations
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Responsibility for review	Campion Executive Committee Academic Board
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CUSTODIAN: Director of Operations	AUTHORISED BY: President
Related documents:	<ul style="list-style-type: none"> • CCA Student Code of Conduct • CCA Refund policy • CCA Academic Progression Policy

1. Purpose

This policy refers to guidelines for:

- Deferral,
- Leave of Absence
- Suspension of Enrolment
- Cancellation of Enrolment
- Variation of Enrolment
- Withdrawal from the Course

2. Scope

This policy applies to all students enrolling in a course at Campion College.

3. Principles

The College expects students to actively engage in all their units of study associated with their enrolled course. The College does however acknowledge that there are times whereby students cannot engage in their studies or do not wish to continue their studies. For those students, the College must provide opportunities for deferral, leave, or withdrawal.

The College also expects students to meet academic standards to progress into the course towards completion. Failure to meet those standards must lead to potential suspension or cancellation of enrolment.

4. Policy

4.1. Deferral:

Deferral is for commencing students who have yet to begin their course and want to delay their start date. Requests for deferral must be made to the Dean of Studies and

in writing prior to the beginning of semester. Students who defer can suspend commencement of their degree and/or diploma for up to 4 semesters in total.

Deferral requests (Variation of Enrolment form) must be made before the census date for the given semester. Deferral requests received by the Dean of Studies after the census date cannot be approved for the current semester.

Deferral requests may lead to a suspension or cancellation of a scholarship or bursary.

4.2. Leave of Absence

Students often may need a break from study and request a period of approved leave from studies. If approved, a leave of absence means that a student can spend a period away from his/her course without losing his or her place.

If a student takes leave from his/her studies without approval, his/her candidature will lapse and will require him/her to reapply for admission to the College courses.

The minimum period granted for leave of absence is for one semester; and the maximum period is 2 semesters (1 year) at a time.

If a student does not re-enrol after a leave of absence the candidature will lapse and the student will need to apply to be re-admitted to the degree. The same applies to students who do not re-enrol and who take unauthorised leave.

Leave requests (Variation of Enrolment form) must be made before the census date for the given semester. Leave requests received by the Dean of Studies after the census date cannot be approved for the current semester.

Leave requests may lead to a suspension or cancellation of a scholarship or bursary.

4.3. Suspension and/or Cancellation of Enrolment:

The College may suspend a student's enrolment in the following circumstances;

- Unsatisfactory course progress resulting in academic exclusion of up to 12 months (See *CCA Academic Progression Policy*)
- Student misconduct (See: *CCA Student Code of Conduct*)
- Non-payment of outstanding fees
- If the student gave false and misleading information upon application, the enrolment may be suspended while the College considers consequences, and may lead to cancellation of enrolment.

In cases where a student's enrolment has been suspended or cancelled by the College, the student will be notified and given 20 working days to access the College's internal complaints and appeals process. If a student's enrolment is suspended or cancelled, the student is not entitled to a refund of their tuition fees.

4.4. Variation of Enrolment:

Students may vary their selection of enrolled units prior to the census date. To do so, students must complete the relevant sections of the Variation of Enrolment Form and acquire the approval of the appropriate lecturer and the Dean of Studies. Students are not permitted to add units after a period of time which would prevent them from fulfilling the attendance requirements. This would normally be after two weeks following the commencement of semester. Students are not permitted to delete units of study after the census date.

4.5. Withdrawal from the Course:

To withdraw from their course, students can complete at any time the relevant sections of the Variation of Enrolment Form.

Withdrawal without financial and/or academic penalty will only be considered for a student whose special circumstances include the following:

- 1) Circumstances beyond his/her control; and
- 2) Which did not make their full impact upon the student until on or after the census date; and
- 3) Which made it impracticable for the student to complete the requirements for the course in the period during which he/she undertook or were to undertake the course.

Applications for withdrawal without financial and/or academic penalty will only be considered upon the completion and submission of the relevant form (Appendix A: Withdrawal Without Financial and/or Academic Penalty) and supporting documentation. Applications must be submitted within 12 months of withdrawing from the unit or, in the event that the student does not withdraw, within 12 months of the end of the teaching period in which the unit was taken. Applications are assessed by the College Executive Committee and the student is to be advised of the outcome within 28 days of the submission of the application.

In cases where students withdraw prior to the census date or are granted withdrawal without financial penalty, they are entitled to a refund of their tuition fees, the funds will be returned in accordance with the Refund Policy.

5. Roles and Responsibilities

The Dean of Studies is responsible for assessing the eligibility of all variation of enrolment applications, with the exception of students seeking withdrawal without financial and/or academic penalty (see 4.5).

Students are responsible for following the requirements for variation of enrolment as per this policy document and related forms.

6. Policy History

Version	Date of approval	Amendment
1	December 2016	New Policy

2	December 2020	<ul style="list-style-type: none">• Addition of items 2, 3, 5, and 6.• Addition of procedures for deferral and leave of absence applications.• Addition of last three sentences to Item 4.4 about period within which variation of units may be submitted.• Incorporation of paragraph 3 in Item 4.2 from Leave of Absence Policy (now replaced)• Replacement of 'Academic Dean' with 'Dean of Studies'.
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Withdrawal Without Financial and/or Academic Penalty

Use this form only if you are applying after the Census date for:

- 1) Only the academic penalty to be waived
- 2) Both the academic and financial penalties to be waived

Commonwealth Government legislation (the *Higher Education Support Act 2003*) stipulates that if special circumstances apply, then students may apply for re-crediting of FEE-HELP balances. If successful, the re-crediting of FEE-HELP balances will result in the remission of FEE-HELP debts and the repayment of upfront student contribution amounts. (Note: Repayment of any other upfront payments is at the discretion of Campion College Australia.)

You cannot apply for a re-credit, remission or repayment if you have **successfully completed the unit**.

You must apply **within 12 months of withdrawing** from the unit or, in the event that you did not withdraw, within 12 months of the end of the teaching period in which the unit was undertaken.

Applications submitted outside the 12 month timeframe will not be considered unless you can clearly demonstrate that it was not possible for you to submit your application within the relevant 12 month period.

What are Special Circumstances?

Special circumstances are assessed on the following criteria:

- 1) Circumstances beyond your control; **and**
- 2) Which did not make their full impact on you until on or after the census date; **and**
- 3) Which made it impracticable for you to complete the requirements for the course in the period during which you undertook or were to undertake the course.

Special circumstances do not include a lack of knowledge or understanding of requirements under the schemes, nor a person's incapacity to repay a fee debt.

Circumstances are beyond your control if a situation occurs that a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be **unusual or uncommon**.

An applicant must demonstrate that circumstances do not make their full impact on you until on or after the census date if your circumstances occur before the census date but worsen after that day, occur before the census date but the full effect does not become apparent until the census day, or occurs only after the census date.

Circumstances which made it impracticable for you to complete the requirements for the course may include (but are not limited to): Medical circumstances; Family/personal circumstances; Employment related circumstances; Course related circumstances.

What Supporting Documents should I include?

Wherever possible, you should provide **original or certified** independent supporting documentation to support your claims.

For medical reasons, you should submit a letter/statement from your medical practitioner which indicates **the date** your condition began and/or changed, **how** your condition affected your ability to study and when (**the date**) it became apparent that you could not continue with your studies. (You should inform your doctor that the statement will be sent to Campion College Australia in support of your application).

For family/personal reasons, you should submit a statement from a doctor, counsellor or independent member of the community (for example, a Justice of the Peace or Minister of Religion) stating **the date** your personal circumstances began and/or changed, how your circumstances affected your ability to study and when (**the date**) it became apparent that you could not continue with your studies.

For employment related circumstances you should submit a letter from your employer which states your **previous** work hours and location, your **current** work hours and location, the **reason** for the change, **when** the change was effective from and **when** it was communicated to you.

For course related circumstances, you should submit a statement from your Unit Coordinator outlining your circumstances.

Please be aware that if you provided falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion.

As a student, you should be aware of your obligations and responsibilities under the Student Handbook (see website).

How do I apply?

You should complete all the sections in the attached form and ask the Dean of studies to complete their sections of the form. Submit your completed form, together with supporting documentation, to the Student Administration Office.

How is my Application assessed?

Your application and supporting documentation, together with any information provided by your Unit Coordinator and the Dean of Studies, is assessed against the published criteria. The application is assessed by College Executive Committee.

What Outcomes can I expect?

If you **clearly demonstrate** that your circumstances meet **all of the criteria**, your application will be approved and the fees for the course(s) will be re-credited, remitted or available to be refunded (whichever is applicable).

A grade of **DNF** (Discontinued – No Fail) will be applied to your academic record for the approved unit, and this will appear on your academic transcript if you apply for withdrawal without academic penalty.

A grade of **W** (Withdrawn) will be applied to your academic record for the approved unit, and this will appear on your academic transcript if you apply for withdrawal without financial and academic penalties.

If you **do not clearly demonstrate** that your circumstances satisfy all of the criteria, your application **will not** be approved, and the final grade achieved will remain on your academic record and will appear on your transcript.

You will usually be advised of the outcome of your application within **28 days** of submission. If there is a delay in processing your application, you will be advised of the reason for the delay within 28 days of the submission of your application. All communication will be via your student email account.

Can I Appeal if my Application is Not Successful?

Yes; if your application is not successful, you have the right to appeal.

Your appeal must be made in writing and emailed to student.administration@campion.edu.au with the words **Withdrawal Without Financial and/or Academic Penalty Appeal** in the Subject Heading.

Your appeal must be received within 28 days of the date you were notified of the outcome of your application(s).

I need advice – who should I contact?

Please email student.administration@campion.edu.au if you require advice or assistance.

Privacy

Personal information collected in relation to this Application or supplied by you to Campion College Australia is treated in the strictest confidence, and in accordance with relevant privacy legislation and guidelines. The information collected is used primarily for the purpose of assisting the Higher Education Provider to make an informed decision on your case. The authority to collect this information is contained in the *Higher Education Support Act 2003* (Cth).

**Withdrawal Without Financial
and/or Academic Penalty**

Personal Information

Student Number:	Date of Birth (DD/MM/YYYY):
Surname:	Given Names:
Contact Phone Number(s):	Email Address:
Postal Address:	

Application Option

I am applying for only the **academic penalty** to be waived.
 I am applying for both the **academic and financial penalties** to be waived.

Unit Information (Please submit a separate form for each unit in which you are seeking a waiver)

Unit Name:	Unit Code:
Teaching Semester:	Teaching Year (YYYY):

Unit Information (Please submit a separate form for each unit in which you are seeking a waiver)

When was the last day you attended this Unit?

What was the last day you attempted any assessment in this Unit?

Have you applied for Special Consideration for this Unit?	Yes / No
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If No, please explain why you did not apply for Special Consideration:

Outline the reason for your application (you should include details of what happened, when it happened, the impact it had on your ability to study, etc.):

Declaration

I have read and understood the guidelines and advice in this Application form. I certify that all information including supporting documentation is correct. I hereby authorise Campion College Australia to contact the professional authority who has provided supporting documentation for the purpose of verifying any information they supplied. I acknowledge that Campion College Australia will where appropriate advise the relevant Commonwealth Authority of the outcome of this application. In signing this form I understand that the details of my application are protected by the *Privacy and Personal Information Protection Act 1998* (NSW).

Student Signature:	Date:
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If you are under 18 years old, your Parent/Guardian must also sign this form, below:

Parent/Guardian Signature:	Date:
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Unit Coordinator

When did the student last attend or attempt an assessment for this Unit?

Please provide the dates on which assessments were due for this Unit:

Please advise which of the assessments the student completed:

Was the student given any Special Consideration? **Yes / No**

If Yes, please provide details:

Has the student sat the Examination for this Unit? **Yes / No / Not Applicable**

Was the student given a Supplementary Examination for this Unit? **Yes / No**

If Yes, what date was the Supplementary Examination held?

Did the student complete the Supplementary Examination? **Yes / No**

Please provide any other relevant information:

Unit Coordinator Declaration

Unit Coordinator Signature:

Date:

Unit Coordinator Name:

Date:

Campion Executive Committee (CEC)

Application
Outcome:

Academic
waiver
granted

Academic &
Financial
waiver granted

Waiver denied

CEC Chair Signature:

Date:

Student Administration

Date outcome emailed:

Signature: