

Deferral and Withdrawal Policy

Policy number	RTOPO13	Version	1.1
Drafted by	Sally Wynd	Approved by M/C on	28/3/2018
Responsible person	Service Manager	Scheduled review date	28/3/2019

Responsibilities

1. The Service Manager of Eagles RAPS Inc. is responsible for the implementation of this procedure.
2. The Service Manager of Eagles RAPS Inc. is responsible for reviewing this procedure as and when the need arises.
3. The Service Manager is responsible for ensuring that this procedure is adhered to.

Purpose

The purpose of this policy is to outline the rules for students who wish to defer or withdraw from a course.

Policy

Although Eagles RAPS Inc. expects their students to engage actively in their course in a timely manner which would meet the expected progression of the course, we understand that at times students are unable to continue their studies.

When students wish to withdraw they should speak to the Coordinator or Service Manager first, to ensure they are informed about alternative options available and ways in which they could vary their enrolment pattern. Staff should also seek any external assistance that would be appropriate for the student and enable them to continue with their studies.

If after this, it is determined that the student cannot continue their studies at the present time, Eagles RAPS Inc. will not impose any barriers to their withdrawal and will offer options of deferrals and withdrawals. If a student is not actively engaging and has not requested deferral or withdrawal, they may be administratively withdrawn by Eagles RAPS Inc.

SIGNED: Marten Wynd, President/Public Officer



DATE: 27 March 2018

Procedure

Document Number	RTOPR013	Version	1.1
Date of Issue	21/3/18	Contact:	Service Manager 0418 417124

Deferral

A deferral is a formal process whereby a student's studies and their enrolments are halted for up to 12 months, and can only be requested by a student. A deferral is for the entire course.

If the deferral is granted by Eagles RAPS Inc. it will hold the student's enrolment for the period agreed on. A 'D' notification will be made on the student's record and the student remains responsible for all debts and other charges related to the course at the time of deferral.

If the student returns at the end of the deferral period, they will re-enter the course at the same point as when they deferred and into the same Units of Competency or the equivalent most current version. If a course transition occurred during the deferral period, they may have to undertake additional study to ensure progression in the new course structure.

If a student does not return by the end of the deferral period, they will be classified as an inactive student and it will be noted as such on their student record. They will be administratively withdrawn 12 months after being classified as inactive.

Students who wish to defer must:

- Complete a Variation of Course Form;
- Submit the form to the Education Programs Manager or Service Manager.

Deferrals can be requested by students at any time throughout their studies and will not incur additional academic or financial penalties for a deferral.

Withdrawal

Withdrawal is the formal process whereby a student's studies are halted, and their enrolment is removed from one or all Units of Competency. A withdrawal can only be requested by a student and may be for one or more Units of Competency or the entire course.

Withdrawal at Unit of Competency Level

Students who wish to withdraw from one or more Units of Competency prior to census date must:

- Complete an Add, Drop or Swap Form;
- Submit the form to the Coordinator or Service Manager.

Students who wish to withdraw from one or more Units of Competency post census date must:

- Complete an Application for Special Circumstances form;
- Submit the form to the Coordinator or Service Manager.

If the request is granted, then the Service Manager should investigate as to why the student withdrew and make a note on the student's record.

If the request is denied, the student can appeal the decision by applying to the Service Manager.

Withdrawal at Course Level

Students who wish to request a withdrawal from the entire course must:

- Complete a Withdrawal from Course Form;
- Submit the form to the Coordinator or Service Manager.

If the withdrawal request is granted the Service Manager will:

- Initiate investigations as to why the student withdrew.
- Ensure there is a note on the student's record.
- Ensure that relevant certification documentation is issued.

Students can request a withdrawal at any time throughout their studies. Students who withdraw before the census date will not incur academic penalties and a grade of WR (Withdrawal Recorded) will be applied to their certificate and other documents.

Students who request a withdrawal after the census date will incur both academic and financial penalties unless they are granted Special Circumstances. The academic penalty will be a grade of WF (Withdrawal with Failure) which will be applied to the student's certification documentation. Financial penalties will also apply. (See the Fees Policy).

Students who do not formally withdraw will incur both academic and financial penalties and will receive an F (Fail) grade.

Appeal a Decision

Should a student wish to appeal a decision in regard to withdrawal, they can appeal in writing to the Services Manager via the formal Complaints Policy.

The Service Manager will:

- Acknowledge receipt of the application in writing within 10 working days, and
- Review the information from the original decision and assess any new evidence provided by the student;
- Provide written notice of the decision, including the reasons for the decision to the student within 30 day of the receipt of the application;
- Inform the student of their right to appeal to the Management Committee and the appeal process.

Administrative Withdrawal

Administrative withdrawal is Eagles RAPS Inc. formal policy by which a student is removed from the current enrolment for either academic or non-academic reasons. See the Administrative Withdrawal Policy and Student Misconduct Policy. A student who wishes to appeal an Administrative Withdrawal can do so under the Complaints Policy.

Related Documents

- Fees Policy
- Variation of Course Form
- Add, Drop or Swap Form
- Application for Special Circumstances Form
- Withdrawal from Course Form
- Grievance Policy
- Administrative Withdrawal Policy
- Student Misconduct Policy

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer



DATE: 27 March 2018

Revision History

Revision	Date	Description of Modifications
1	13/7/2022	Minor typos and grammatical corrections
2		
3		
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