



Withdrawal Policy for VET Courses

Purpose

The purpose of this policy is to outline the process for all students wanting to withdraw from a College course or unit of study.

Policy

All applications to withdraw from a VET unit of study must be received in writing, by the Registrar, before any action will be taken.

If a student withdraws from the course or the unit one week before the commencement of the term, the fees paid for the term will be refunded, and the student record will be updated as withdrawn and no further action is required.

If a student withdraws within one week before the commencement of the course, the course fee paid for the term will be refunded minus an administration fee of \$100.00 and the student record will be updated as withdrawn and no further action is required.

If a student withdraws from the course after the commencement of the course or a unit/s as per the refund policy the student will be liable to pay the fees for the term, and the student record will be updated as withdrawn.