

WITHDRAWAL POLICY			
Policy Name	Withdrawal Policy		
Policy No	STU23		
Version Number	V2	Effective Date	16/07/2018
Authorised by	Nicole Watts		
Associated Policies			
Associated Procedures	<ul style="list-style-type: none"> ▪ STU23A Withdrawal Procedure ▪ STU23B Withdrawal Checklist 		
Associated Documentation	<ul style="list-style-type: none"> ▪ Student Handbook (Student Hub, Course Induction, Apply page on website) ▪ eCampus Course Induction ▪ Student Hub/Withdrawal form & policy statement 		
<p>Reasons for withdrawal</p> <p>Applications for withdrawal must be submitted to the Registrar and must include the reason why the student wishes to withdraw.</p> <p>These may include:</p> <ul style="list-style-type: none"> • A physical or psychological illness; or • Personal or family circumstances, including a death or illness of a close relative, or • A change of employment conditions; or • The course or unit of study is not what was expected and they no longer wish to obtain the qualification commenced. <p>Withdrawal from a unit of study on or before the census date</p> <p>Sydney Design School has a procedure from withdrawing from a unit of study. The Notification of Withdrawal form can be located under "Important Forms" in the Student Hub of the eCampus. Complete the online form and submit. The form is automatically emailed to the Registrar. If you withdraw prior to the census date no fees will be incurred.</p> <p>Withdrawal from a unit of study after the census date</p> <p>Students may follow the above procedure to withdraw from a unit of study after the census date. However, please note that full payment is required for the units of study that have been commenced and or completed once the census date has past. We</p>			

recommend that you have a meeting with the General Manager before proceeding with a withdrawal that will occur after the census date to ensure that you are aware of all the available information that may impact your decision.

Version Control Summary

Version	Date	Author	Details
V2	16/07/2018	Emma Lander	