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| **WITHDRAWAL POLICY – INTERNATIONAL STUDENTS** | | |
| **Policy Name** | | **Withdrawal Policy – International Students** |
| **Policy No** | | **STU23** |
| **Standard** | | National Code |
| **Associated Policies** | |  |
| **Associated Procedures** | | * STU23B Withdrawal Procedure * STU23C Withdrawal Checklist |
| **Associated Documentation** | | * Student Handbook (Student Hub, Course Induction, Apply page on website) * eCampus Course Induction * Student Hub/Withdrawal form & policy statement |
| **Reasons for withdrawal**  Applications for withdrawal must be submitted to the Registrar and must include the reason why the student wishes to withdraw.  These may include:   * 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.   Students must inform the School in writing if they wish to withdraw from a course  **Withdrawal from the course 28 days or more prior to course commencement**  Students who inform the School of their request to withdraw greater than 28 days before the commencement of the course will be refunded 25% of prepaid fees minus a non-refundable administration fee of AUD495.  **Withdrawal from the course 7 to 28 days prior to course commencement**  Students who inform the School of their request to withdraw between 7 and 28 days of the course commencing will be refunded 50% of prepaid fees minus a non-refundable administration fee of AUD495  **Withdrawal from the course 6 days or less prior to course commencement or once the course has already commenced**  Students who inform the School of their request to withdraw 6 days or less prior to course commencement or once the course has already commenced will not be refunded any of their prepaid fees. | | |
| **Authorised by** | Nicole Watts | |
| **Date and Version** | V1 25/6/2018 Lowri Evans | |