POLICY TITLE: Transfers, Deferral, Withdrawals and Suspensions of Enrolment (DOMESTIC non VET Fee Help enabled courses)

Purpose

Photography Studies College (Melbourne) recognises that some students may need to defer the commencement of their studies or temporarily suspend their studies during their course through formal agreement under certain limited circumstances.

The College’s policy for the deferment of its Domestic students is in accordance with National Vocational Education and Training Regulator Act 2011 and the Higher Education Support Act 2003

Policy

Photography Studies College (Melbourne) understands that circumstances may interfere with a student’s ability to complete a particular unit or units of their course.

This policy sets out the principles associated with transferring, deferring, withdrawal or suspension of a student's enrolment.

For semester and/or year enrolments, a student may be eligible to transfer to another course or defer their course until a later commencement date, providing all tuition fees applicable to that enrolment period are paid.

Transfers and deferments can be applied for prior to and up to the first 10 weeks after course commencement. They must be applied for in writing and once approved are valid for up to one semester.

If a student does not complete the transfer and deferral procedures and stops attending classes, then the original terms and conditions of the enrolment as stated apply. Such a student will be recorded as not having successfully completed the units of their enrolment. No refunds are provided for missed tuition sessions regardless of circumstances.

If the student wishes to repeat that semester or year then he or she will be required to re-enrol and pay the applicable current tuition fees.

 Procedures

Transfers and Deferral

It is important that a student who is aware of difficulties in being able to continue attending classes contact the college immediately.

Students who wish to make an application to transfer or defer must:

1. Talk to their tutor about transferring or deferring and their reasons for same.
2. Arrange to make an appointment to see the Coordinator Communications and Students to discuss their reasons and put a request for transfer or deferral in writing.

3. Students must sign an application for Transfer form or an application for Deferral form, and this together with their written request will be considered by the Director Communications & Students.

4. The written request may include, evidence from an independent source on the reason for transfer or deferral request. e.g. letter from medical practitioner or employer.

5. All tuition fees applicable to that enrolment period must be paid.

6. Once the transfer or deferral request is accepted students are sent a Transfer letter or a Deferral Confirmation letter, whichever is applicable.

7. Students will not be permitted to defer their studies more than once in any given stage. (Exceptional circumstances will be considered.)

8. Deferred students re-enrolling may recommence their course in week one (subject to the availability of appropriate course and class)

9. It is the student’s responsibility to contact the College when they wish to resume their course and arrange re-enrolment

10. If a student decides not to return to study within the deferral period then all monies received become non-refundable.

Withdrawals

Students who wish to withdraw their enrolment from a course must:

1. Talk to their tutor about withdrawing and their reasons for same.

2. Arrange to make an appointment to see the Coordinator Communications and Students to discuss their reasons and complete an exit interview.

3. All requests for withdrawal from a course, and/or fee refunds that may be applicable to a course withdrawal, must be made in writing and will be considered by the Director Communications & Students. Once approved any fee refunds applicable will be paid within 28 days.

4. Once enrolment is accepted, written requests for withdrawal can be made 14 days or more prior to course commencement. A full refund of any payments made, less the non-refundable administration fee, will be granted.

5. Written requests for course withdrawal received less than 14 days but prior to course commencement will result in the deduction of the full deposit and the non-refundable administration fee from any refund.

6. Written requests for withdrawal from the course on or after the date of course commencement will incur a four week cancellation fee, over and above fees for services already rendered as follows:
a. If full payment of fees has been received, the College will refund any tuition fees paid relating to the remainder of the course after the expiry of the four-week cancellation period, less the non-refundable administration fee.

b. If full payment of fees has not been received, the College will require payment of tuition fees covering educational services already provided plus the four-week cancellation fee and the non-refundable administration fee.

7. No refunds are provided for missed tuition sessions regardless of the circumstances.

8. Once a student’s withdrawal from a course has been approved and processed, they will receive a confirmation letter enclosing any refund due or stating the total sum of fees due to be paid in accordance with the withdrawal policy.

**Suspension and Cancellation**

Photography Studies College (Melbourne) may suspend or cancel a student’s enrolment under the following circumstances:

- The student has not achieved satisfactory progress in accordance with the College’s Student Progress and Exclusion policy.
- The student has not paid tuition fees as per the Terms and Conditions of Enrolment.
- The student has demonstrated misbehaviour/misconduct, confirmed in a Disciplinary Interview as per the Student Conduct Policy.
- The student has been found to be in breach of the:
  - Academic Integrity Policy
  - Australian Federal or State laws.

Students have the right to appeal a decision taken by the College to suspend or cancel their enrolment in accordance with the Grievance Handling Policy and Procedure Academic and Non Academic.

**Responsibility**

Students
Director Communications and Students
Coordinator Communications and Students

**Definitions**

**Deferment** means to temporarily put studies on hold (adjourn, delay, postpone).

**Withdrawal** means to permanently discontinue studies within the course.

**Related Documentation**

**Policies**
Student Progress and Exclusion
Student Conduct
Grievance Handling Policy and Procedure Academic and Non Academic
Academic Integrity

Procedures Forms & Documents
Terms of Conditions of Enrolment
Application for Deferral
Application for Transfer
Withdrawal Form
Exit interview
Deferral confirmation latter
Transfer confirmation letter
Student Handbook/s

Publishing Details

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