

**POLICY TITLE:** Transfers, Deferral, Withdrawals and Suspensions of Enrolment (Higher Education - FEE-HELP Enabled Courses)

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## **Purpose**

This policy details the requirement under the *Higher Education Support Act 2003* for all eligible students enrolled in FEE-HELP enabled courses. It aims to provide a fair and transparent policy for students who withdraw or defer from courses at Photography Studies College (Melbourne).

## **Policy**

Photography Studies College (Melbourne) understands that circumstances may interfere with a student's ability to complete a particular subject/unit or unit of study of their course. This policy sets out the principles associated with a student's need to transfer, defer or withdraw from their course. It also notes the Policy under which the College may be required to suspend or cancel a student's enrolment. This policy is applicable to all domestic students irrespective of whether the students choose to access FEE-HELP for their tuition fees or not.

In the event of a domestic student withdrawing or deferring from a subject/unit or unit of study up to and on the census date\* for that subject/unit or unit of study:

- 100% of tuition fees paid for that unit will be refunded to the student; and
- the student will not incur a FEE-HELP debt.
- no fine or penalty will be imposed for withdrawal or deferral from studies prior to the census date

In the event of a student withdrawing or deferring from a subject/unit or unit of study after census date for that subject/unit or unit of study:

- no refund is applicable; and/or
- the student will incur a FEE-HELP debt.

*\* A census date that is no earlier than 20% of the way through a subject will be set by Photography Studies College (Melbourne) for each unit of study. Photography Studies College (Melbourne) will ensure that all students are informed of the census date for each unit of study in the manner and by the date prescribed in the relevant Administration Guidelines issued by the Commonwealth Department.*

## **Procedures**

### **Transfers and Deferral – Subject/Unit or Units of Study**

A student may be eligible to transfer or defer their course until a later commencement date.

In order not to incur a FEE-HELP debt for that subject/unit or unit of study they must formally notify the College prior to or on census date in writing that they wish to transfer or defer to a later course start date .

An interview will be conducted with the Course Convenor or the Higher Education Course Director where the student will be required to complete the Deferral form. The Deferral Form will be signed by the Higher Education Course Director and a copy provided to the student.

## Course Withdrawal/Cancellation

Students who are considering withdrawal from their enrolment in a course must:

1. Talk to their Course Convenor about withdrawing and their reasons for same.
2. If the reasons for considering withdrawal are unable to be addressed and the student wishes to proceed to the next step of the withdrawal process, they will be required meet with the Higher Education Course Director to discuss their reasons and express any concerns. At that interview, the student will be required to complete the Withdrawal form. The Withdrawal Form will be signed by the Higher Education Course Director and a copy provided to the student.

In order not to incur a FEE-HELP debt for that subject/unit or unit of study they must formally notify the College prior to or on census date that they wish to withdraw or cancel their enrolment and complete the Withdrawal form.

## College Initiated Suspension or Cancellation

The procedures relating to this form of suspension or cancellation of a students enrolment in a course is governed by the *College Initiated Suspension or Cancellation (Domestic)* Policy. When suspension or cancellation is initiated by the College, students have the right to appeal the decision.

## STUDENT RECORD PROCEDURES

The following record procedures will occur:

- the student enrolment will be recorded as deferred, withdrawn or cancelled on the Student Management System
- a copy of the Deferral Form or the Withdrawal Form will be placed in the student's file
- the student will be withdrawn or deferred on class rolls and teachers notified
- the completed Deferral Form or Withdrawal Form will be provided to the Student Services Department for processing to the Australian Department of Education, Skills and Employment (DESE) via their information and data collection systems.

If the student withdrew or deferred **prior to the census date**, the Student Services Department will either not add the students name to the student data that is submitted to the Australian Department of Education via their information and data collection systems ("TCSI") after each census date or adjust their TCSI entry to reflect withdrawal/deferral prior to census.

If the student deferred or withdrew **after the census date**, the student incur a FEE-HELP debt for the subject/unit or unit of study that they were enrolled in. The student's information on the TCSI data base will be updated accordingly.

## Refund eligibility for fee paying students

Where a student is a fee-paying student, any refunds due for deferrals or withdrawals that occurred prior to the census date will be made by the College within 28 days of the census date of the subject/unit or unit of study to which the deferral or withdrawal applies. Details relating to refunds are contained in the *Refund Policy for Eligible Students – FEE-*

## *HELP Policy and the Student Review Procedures for Re-crediting a FEE-HELP Balance Policy*

### **Definitions**

Definitions that relate to the Australian Department of Education information and data collection systems are as follows:

HEIMS – the Higher Education Information Management System is an electronic information system that stores all higher education and VET data reported to the Department of Education.

TCSI – the Tertiary Collection of Student Information is the portal through which all student data is reported and validated.

### **Related Documentation**

#### **Policies**

Records Management

Student Records Management

Refund Policy for Eligible Students\_FEE-HELP

Student Review Procedures for Re-crediting a FEE-HELP Balance

College Initiated Suspension or Cancellation Policy (DOMESTIC)

#### **Related Forms and Documents:**

Student Handbook/s

Deferral Form

Withdrawal Form

### **Publishing Details**

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