

POLICY TITLE: Transfers, Deferral, Withdrawals and Suspensions of Enrolment (DOMESTIC Full Fee Paying)

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. In some cases, student may also need to withdraw from the course or their enrolment may require suspension or cancellation.

The College's policy for the transfer, deferment, withdrawal or suspension and cancellation of its domestic students enrolment in a course is in accordance with National Vocational Education and Training Regulator Act 2011.

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 a student's need to transfer, defer or withdraw from their course. It also specifies the conditions under which the College may be required to suspend or cancel a student's enrolment.

Procedures

Transfers and Deferral

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 deferrals can be applied for prior to and up to the delivery halfway point of each unit after course commencement. They must be applied for in writing and once approved are valid for no more than two semesters.

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.

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 teacher about transferring or deferring and their reasons for same.

2. Arrange to make an appointment to see the relevant Student Services staff member to discuss their reasons and put a request for transfer or deferral in writing.
3. Sign an application for transfer form or an Application for Deferral form, and this together with their written request will be considered by the Training Manager.
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 are considering withdrawal from their enrolment in a course must:

1. Talk to their tutor 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 may contact the appropriate Student Services staff member to advise their wish to withdraw.
3. The Student Services staff member will then arrange for the student to meet with the Training Manager to discuss their reasons and any concerns. If wishing to proceed to the next step of the withdrawal process, the student can then complete an exit interview with the Training Manager.
4. 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 Training Manager and Accounts Department. Once approved any fee refunds applicable will be paid within 28 days.

Tuition Fee Refunds Applicable to Withdrawals

1. 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.
2. 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.
3. 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.
4. No refunds are provided for missed tuition sessions regardless of the circumstances.
5. 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

Teachers
Students

Training Manager
Student Services Staff

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

College Initiated Suspension or Cancellation Policy (DOMESTIC)

Refund Policy for Eligible Students enrolled in Skills First Program Enabled Courses

Procedures Forms & Documents

Terms of Conditions of Enrolment

Application for Deferral

Application for Transfer

Withdrawal Form

Exit interview

Deferral confirmation letter

Transfer confirmation letter

Student Handbook/s

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