



Withdrawal Policy and Procedure

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to define Minerva College's (the College) policy and procedure for students who wish to withdraw from a VET Student Loan enabled course or unit of study or a non-VET Student Loan enabled course.
- 1.2 This policy is relevant to all Minerva College students.

2.0 Responsibility

- 2.1 The Chief Executive Officer is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application.

3.0 Requirements

- 3.1 Adhere to the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*
- 3.2 VET Administration Information for Providers, Clauses 4.8.1 – 4.8.6

4.0 Definitions

- 4.1 N/A

5.0 Policy

- 5.1 A student seeking to withdraw from a VET course or VET unit of study must complete the Withdrawal Application Form.
- 5.2 Once a withdrawal has been approved, the student will no longer be allowed to attend any part of the course, including access the online learning environment.



- 5.3 Minerva College does not have in place any financial, administrative or other barriers that would result in a student not being able to withdraw from a VET unit of study on or before census date.

6.0 Procedure

6.1 Procedure – for non-VET Student Loan enabled courses

- 6.1.1 Students seeking to withdraw from a non-VET Student Loan enabled course or unit of study must submit a Withdrawal Application Form.
- 6.1.2 Applications will be entered into the student management system upon receipt and a copy will be kept on the student's file.
- 6.1.3 The Chief Executive Officer (or delegated nominee) will review the application. The decision to approve a withdrawal application will be made at their discretion.
- 6.1.4 The student will be advised in writing of the outcome within ten (10) working days.
- 6.1.5 Fees shall be refunded in accordance with the Refund and Re-credit of FEE-HELP Balance Policy and Procedure.

6.2 Procedure – for VET Student Loan enabled courses

- 6.2.1 Students seeking to withdraw from a VET Student Loan enabled course or unit of study must submit a Withdrawal Application Form.
- 6.2.2 Applications will be entered into the student management system upon receipt and a copy will be kept on the student's file.
- 6.2.3 Students that lodge their application form on or before census date will be granted a withdrawal without penalty. No VET Student Loan debt will be incurred and the student's enrolment will be withdrawn in the student management system.
- 6.2.4 Students that lodge their application form after census date will incur a VET Student Loan debt for the enrolled VET course / units of study.



- 6.2.5 If a student wishes to be considered for re-crediting of the FEE-HELP debt they must apply for special circumstances as outlined in the Refund and Re-credit of FEE HELP Balance Policy and Procedure.
- 6.2.6 Students seeking enrolment in subsequent VET course or unit/s of study must provide Minerva College with written instructions requesting enrolment in a VET course or unit/s of study. Absence of written instructions does not constitute an instruction to enrol in a VET course or unit/s of study.

If you have any suggestions as to how we can improve our performance with respect to our withdrawal policy and procedure, or if you would like further information on anything included in this policy, please contact the College Chief Executive Officer at info@minervacollege.edu.au.

Revision History

Revision	Date	Description of modifications
1.1	24 December 2014	Original
1.2	20 October 2016	Format changes and minor content edits
1.3	28 February 2017	Amendments in line with introduction of VET Student Loans

Approval

Revision	Date	Approved & Endorsed by
1.1	24 December 2014	Executive Management Committee
1.2	20 October 2016	Executive Management Committee
1.3	28 February 2017	Executive Management Committee