

2012 NOTIFICATION TO WITHDRAW OR DEFER STUDIES

Students considering deferment or withdrawal are required to meet with the Program/Academic Coordinator and or Student Administration to discuss their intentions as the student needs to be aware of the consequences of their actions if deferring or withdrawing from studies.

- Please read the 2012 Changing Enrolment information attached as well as the Changing Enrolment information and the relevant Refund Policy in the 2012 student handbook prior to completing this form
- Please print clearly and complete all relevant sections on front, sign and date declaration on reverse of this form – retain the information page for your files
- Submit or mail completed form together with student card/transport concession to Student Administration at your Campus

Student Details

Family Name:		Given Name(s):		
Address:		State:	Postcode:	
Email:		Phone:	Mobile:	
Course Specialisation:	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> Styling	
Student No:	Session Group:	FEE-HELP student:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overseas Student:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Campus:	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne

Deferral: Deferment date will be effective when notification is received by Student Administration

I wish to defer my enrolment in the Bachelor of Design:

When do you anticipate your return: _____ Year: _____ Semester: _____

or

I wish to defer from individual unit's of study (please provide details below)

Unit No: _____ Unit Title: _____ When: _____

Unit No: _____ Unit Title: _____ When: _____

Unit No: _____ Unit Title: _____ When: _____

Unit No: _____ Unit Title: _____ When: _____

or

Withdrawal: Withdrawal date will be effective when notification is received by Student Administration

I wish to withdraw and cancel my enrolment in the Bachelor of Design

Do you require an Academic Transcript of Studies? (allow 5-10 days processing) Yes No

Do you require a Letter of Release? (overseas students only – provide Letter of Offer) Yes No

Please state your reasons for deferring (in full or part) or withdrawing from studies before completion of qualification

Health Personal

Financial pressure Change of study direction

Travel/Work opportunities Dissatisfaction with degree program

Other: (please state)

Your comments that would assist us in improving the quality of the program would be appreciated:

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Fee information

Please advise tuition fee payment method

FEE-HELP – refer to the FEE-HELP booklet for conditions

PRE-PAID - Please respond to following question

If PRE-PAID, would you prefer Whitehouse to refund or retain any pre-paid tuition fees (if eligible) as credit against future re-enrolment?

NO – please refund payee

YES – yes please retain

PAYEE: _____

Student Declaration

In signing I declare that:

- I have met with the Student Administrator and/or Program Coordinator prior to submitting this notification
- I have read the *Changing Enrolment* information attached and/or *Changing Enrolment* section and relevant *Refund Policy* in the 2012 Student Handbook and understand the policies and procedures involved with submitting this notification
- I have attached/returned my Whitehouse student card / transport concession (if withdrawing or deferring in full)
- I am aware that if approved and I withdraw or defer in full in the **period of 28 days of course/semester commencement through to the census date**, I will incur the Late Withdrawal fee \$2,173.00. The late withdrawal fee along with any other Whitehouse fees (including library fees/fines or other incidental fees) that I have incurred during my enrolment are to be paid in full **on or before the close of business census date**. My enrolment will remain in effect until all outstanding Whitehouse fees I have incurred during my enrolment, including the withdrawal fee, are paid in full. If all outstanding fees are paid **on or before the close of business census date**, my enrolment will be cancelled, the FEE-HELP debt for the units of study removed. If I have not followed this process and the enrolment is still in effect after the census date, the FEE-HELP debt will remain. If I have paid the tuition fees up front, I will be eligible for a refund for the balance of fees or they can be held in credit against my future re-enrolment
- I am aware that if partial deferral is approved, **on or before the census date**, the deferred units of study will be removed from my study load. The FEE-HELP debt will be removed and/or I will be eligible for a refund or credit of pre-paid tuition fees for the deferred units of study. *Late withdrawal penalty does not apply for partial deferral on or before the census date*
- I am aware that if I withdraw or defer in **full or part after the census date**, I will incur the FEE-HELP debt or fees for all relevant units of study undertaken in this semester of enrolment. I will also need to finalise any outstanding Whitehouse fees (such as library fees/fines or other incidental fees) accrued during my enrolment at Whitehouse.
- I understand that withdrawal or deferral will be effective from the date the notification was received by Student Administration and when all outstanding Whitehouse fees are paid
- I am aware that if I believe that my withdrawal or deferral after the census date is due to *exceptional circumstances*, I am to make separate application for Refund or Re-Credit of FEE-HELP debt. I will complete the *Application to Refund Tuition Fees or Re-Credit FEE-HELP* form and submit with supporting documentation to the Student Administration Manager for consideration by the CEO.

Student Signature: _____

Date: _____

Office Use Only		
Discussed with:		Date:
Processed by:		Date:
<input type="checkbox"/> Payment of Library or lost book fees	<input type="checkbox"/> Return of all library items	<input type="checkbox"/> Payment of any outstanding incidental fee
<input type="checkbox"/> Academic Coordinator advised	<input type="checkbox"/> Enrolment updated	<input type="checkbox"/> Student file updated
<input type="checkbox"/> PRISMS updated (overseas students)	<input type="checkbox"/> Notification to student	<input type="checkbox"/> Data collation updated

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CHANGING ENROLMENT INFORMATION – PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE – ALSO KEEP A COPY OF YOUR NOTIFICATION

DEFERMENT OR WITHDRAWAL

If a student (domestic and overseas) is considering deferring or withdrawing from studies after enrolment/re-enrolment, they are to meet with their Program and or Academic Co-ordinator and Student Administration to discuss their intentions and submit the appropriate documentation to support the request. The Whitehouse Institute assesses all requests to defer or withdraw (in full or part) based on factors that need to be taken into consideration such as academic progression, attendance, course suitability, study load and/or student welfare. The Whitehouse Institute will take no action until a completed *Notification to Withdraw or Defer form* is submitted to Student Administration.

If approved, deferral with no academic penalty is granted for a maximum period of two (2) years. All students need to be aware of the financial conditions of changing their enrolment status and are advised to refer to the relevant Refund Policy.

DOMESTIC STUDENTS

If, after the meeting, the student decides to fully defer or withdraw from the course **on or before the census date**, the student is to submit the *Notification to Withdraw or Defer form* and return his/her Whitehouse Institute student ID card and transport concession when the notification is submitted. The student will then be invoiced the late withdrawal fee. The student's enrolment will remain in effect until all outstanding Whitehouse fees the student has incurred during their enrolment, including the withdrawal fee, are paid in full. If all outstanding fees are paid on or before the close of business census date, the student's enrolment will be cancelled. A Withdrawal/ No Fee Payable (WDFP) code will be recorded on the student file. If the student has requested FEE-HELP assistance, the FEE-HELP debt will be removed. If the student has pre-paid tuition fees, the balance of fees will be refunded to their nominated payee within four (4) weeks or held in credit against future re-enrolment for a maximum of two (2) years.

If the student has not correctly followed this process and the enrolment is still in effect after the census date, the FEE-HELP debt will remain.

If a partial deferral is approved after the meeting and submission of the *Notification of Withdrawal or Deferral form*, **on or before the census date**, the deferred unit(s) of study will be removed from the student's study load. A Withdrawal/ No Fee Payable (WDFP) code will be recorded against the deferred units on the student file. The FEE-HELP debt will be removed and/or the student is eligible for a refund or credit of pre-paid tuition fees for the deferred units of study. The Late Withdrawal fee does not apply for partial deferral on or before the census date.

When the student withdraws or defers in full or part on or before the census date, the unit(s) of study are removed from the study load and no academic result will be recorded for these unit(s) of study.

If, after the meeting, the student decides to defer or withdraw (in full or part) from studies **after the census date**, the student is to submit a completed *Notification of Withdrawal or Deferral form* and return his/her student ID card and travel concession. A Withdrawn/Fee Payable (WDFP) code will be recorded on the student's file and pre-paid tuition fees will not be refunded. If the student has applied for FEE-HELP assistance, he/she will incur the FEE-HELP debt of all enrolled units of study. Where a student withdraws from the course without notification, the student is deemed as 'withdrawn without notice'. The student's enrolment will be cancelled with the Withdrawn/Fee Payable (WDFP) code recorded on the student's file. Pre-paid tuition fees will not be refunded and/or the FEE-HELP debt for all enrolled units of study will remain. No Attempt (no work submitted) or FAIL (results for work submitted to date) will be recorded against the student's academic record.

Overseas Students

Special rules apply to overseas students and holders of student visas. Changing enrolment status could have serious consequences for the student and may lead to the cancellation of a student visa.

Under the National Code of Practice, student visa holders are not permitted to apply for deferment or withdrawal after enrolment except in *exceptional circumstances*. If *exceptional circumstances* are applied for and approved, the student's enrolment will be cancelled and Withdrawn/Fee Payable (WDFP) will be recorded against the student file. DIAC will be informed of any changes to a student's status. The student may then apply for a full or partial refund or credit against future re-enrolment depending on the *exceptional circumstances* – refer to the relevant refund policy.

Student visa holders are restricted from transferring to another Australian education provider if the student has not completed six calendar months of study in their enrolled program. If, after the completion of six months of study and meeting with the academic staff, the student decides to cancel their enrolment at Whitehouse, the student is required to submit the completed *Notification to Withdraw or Defer form* to Student Administration with a valid offer of enrolment from another registered education provider along with their student ID. This is to be done 28 days prior to semester commencement. Failure to lodge the notification before the deadline will result in the enrolment and tuition liability remaining. A Letter of Release and Academic Records/Transcripts will be withheld until all fees are paid.

If, after the meeting, the student visa holder decides to submit the *Notification to Withdraw or Defer form* and fails to provide a valid offer of enrolment from a registered education provider, the Whitehouse Institute will cancel the student's enrolment and CoE. Withdrawn/Fee Payable (WDFP) will be recorded against the student file. Where a student withdraws from the course without notification, the student is deemed as 'withdrawn without notice'. The student's CoE and enrolment will be cancelled, Withdrawn/Fee Payable (WDFP) code recorded on the student's file. Pre-paid tuition fees will not be refunded. DIAC will be informed by cancellation of the CoE, which may result in the cancellation of the student visa. The appropriate grade for work(s) submitted will be awarded and recorded against the student's academic record. No Letter of Release will be issued. Academic Records/Transcripts will be withheld until all fees (tuition and/or incidental) are paid.

For an overseas student on a temporary residency visa (other than a student visa), deferral or withdrawal (in full or part) is permitted. If, after the meeting, the student decides to defer or withdraw in full or part, no further action will be taken by the Whitehouse Institute until a completed *Notification of Withdrawal or Deferral form* is submitted to Student Administration. The Student's ID card must be returned (if deferring or withdrawing in full). The student's enrolment will be cancelled or updated (if deferring in part) and Withdrawn/Fee Payable (WDFP) will be recorded. The student will not be eligible for refund except in *exceptional circumstances*. The appropriate grade for work(s) submitted to date will be awarded and recorded against the student's academic record.

DEFERMENT OR WITHDRAWAL DUE TO EXCEPTIONAL CIRCUMSTANCES

If the student believes that deferral or withdrawal is due to *exceptional circumstances*, they are to submit an *Application to Refund Tuition Fees or Re-Credit FEE-HELP Debt form* with documentation within 12 months of deferral or withdrawal. If approved, the student's file will be updated as Withdrawn (No Fee Payable) and no academic result will be recorded. Pre-paid tuition fees will be refunded to nominated payee and/or FEE-HELP debt credited. If the application is not approved, all fees or FEE-HELP debt for units of study will apply and the previous academic results awarded such as No Attempt (no work submitted) or FAIL (results for work submitted to date) will stand.