

<b>Procedure Name</b>	<b>WITHDRAWAL AND DEFERMENT PROCEDURE</b>
<b>Procedure Number</b>	<b>A010_PR_HE (Academic)</b>
<b>Purpose</b>	The purpose of this procedure is to outline the processes by which a student applies to withdraw or defer from an accredited higher education course at Whitehouse Institute of Design, Australia, (Whitehouse).
<b>Scope</b>	<p>This procedure applies to all Whitehouse students in all accredited higher education courses.</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• FEE-HELP and non FEE-HELP students</li> <li>• local and overseas students - (note: there are different requirements for overseas students which are specified in this policy and the Withdrawal and Deferment Policy).</li> </ul>
<b>Procedure</b>	<p><b>Specific Definitions</b></p> <p>Deferral - Deferment of an enrolment means temporary postponement in the commencement of a course. Deferral may be initiated by a student or by Whitehouse.</p> <p>Withdrawal – Withdrawal of an enrolment means the student has voluntarily applied to be removed from their enrolled course. Cessation of enrolment.</p> <p>Suspension - Suspension of an enrolment means placing the student’s enrolment temporarily on hold Suspension may be initiated by the student or by Whitehouse.</p> <p>Cancellation - Cancellation of an enrolment is permanent cessation of the student’s enrolment, this can be initiated by the student (withdrawal). Cancellation may also be initiated by Whitehouse under a breach of the student code of conduct or other serious misconduct.</p> <p><b>1. Pre-Withdrawal/Deferment Meeting</b></p> <ol style="list-style-type: none"> <li>1.1. Students considering withdrawal or deferment from a course of study must make an appointment to meet with the Academic Director or a Senior Academic Staff member and a Student Administration representative.</li> <li>1.2. Administrative and Academic staff will outline the consequences of withdrawal or deferment for both domestic and international students.</li> <li>1.3. Staff are to ensure that notes of the meeting and advise provided are taken and entered in to the students file on EduPoint.</li> <li>1.4. International students are advised of their options and before any further action is taken, international students are encouraged to seek advice from The Department of Home Affairs with regard to their student visa so they are able to make an informed decision about their studies.</li> </ol>

	<p><b>2. Application to Withdraw or Defer</b></p> <p>Once approved the student must apply in writing using the ‘Notification to Withdraw or Defer Studies’ form and provide the following:</p> <ul style="list-style-type: none"> <li>• Supporting documentation (if applicable)</li> <li>• Whitehouse Student identification card</li> <li>• Transport concession card (if applicable).</li> </ul> <p><b>3. Processing the Application</b></p> <p>Administrative staff will process the application and forward the details to accounts for the processing of any refund or payment that the student may be eligible – this will depend on the whether or not the withdrawal/deferment has occurred on or before the census date or after the census date for the relevant course.</p> <p>Administrative staff will enter details on PRISMS to cancel or advise of a cancellation or modification to study patterns for an international student.</p> <p><b>4. Processing the Application</b></p> <p>Administrative staff will process the application and forward the details to accounts for the processing of any refund or payment that the student may be eligible – this will depend on the whether or not the withdrawal/deferment has occurred on or before the census date or after the census date for the relevant course.</p> <p>Administrative staff will enter details on PRISMS to cancel or advise of a cancellation or modification to study patterns for an international student.</p> <p><b>Publication of Procedure</b></p> <p>These procedures are published on the Whitehouse website, and are also available in hard copy in both the Sydney and Melbourne campuses.</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>• <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>• <a href="#">Australia Qualifications Framework (AQF)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> <li>• <a href="#">Department of Home Affairs</a></li> </ul>
<p><b>Key Related Documents</b></p>	<p>Withdrawal and Deferment Policy</p> <p>Progression and Exclusion Policy</p> <p>Progression and Exclusion Procedure</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Academic Staff Handbook</p> <p>Student Handbook</p> <p>Delivery Policy</p> <p>Notification to Withdraw or Defer Studies form</p> <p>Incidental Fees Schedule</p> <p>Refund and Withdrawal/Deferment Policy</p>

<b>Definitions</b>	<p><b>Accredited Course:</b> any of the higher education courses delivered by Whitehouse, that lead to a nationally recognized qualification.</p> <p><b>Census Date:</b> this is a government and or Whitehouse nominated date that applies to both FEE-HELP and Non-Fee Help students. It is the date after which financial penalties apply for withdrawing or deferring a course.</p> <p>Different census dates apply to different courses and the Whitehouse Academic Calendar for the relevant course of study should be viewed prior to making a decision to withdraw or defer.</p> <p><b>Defer/ Deferment:</b> to stop studying a course for a period of time with an intention to return to studying the course within a identified and notified time frame.</p> <p><b>Notification to Withdraw or Defer:</b> this is the Whitehouse formal documentation to cancel or defer enrolment and or subject(s).</p> <p><b>PRISMS:</b> provider Registration and International Student Management System – the government database used to issue Confirmations of Enrolment for overseas students.</p> <p><b>Withdraw/Withdrawal:</b> to stop studying a course before it is finished with no intention of returning to that course at any time in the future.</p>
<b>Responsible Officer</b>	Academic Director
<b>Approval Authority/ Authorities</b>	Academic Board
<b>Date Approved</b>	02/05/2019
<b>Date of Commencement</b>	03/05/2019
<b>Date for Review</b>	02/05/2022
<b>Documents superseded by this Procedure</b>	<p>014-22D <a href="#">Whitehouse Procedure Withdrawal and Deferment</a></p> <p>014 – Academic Withdrawal and Deferment Policy and Procedure Jul 2013</p>
<b>Amendment History</b>	<p><b>02/2019</b> Additional information added regarding suspension and cancellation with reference to Standard 9 of The National Code 2018. Clearer definitions around suspension, cancellation, withdrawal and deferral.</p> <p><b>05/2018</b> Re-branding – Header &amp; Footer only</p> <p><b>10/2016</b> Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p>

	<p><b>8/4/14</b> Updated content and minor adjustments and inclusions to policy wording</p> <p><b>07/2013</b> Added Disclaimer statement Updated 'Pre Withdrawal meeting requirement' in Policy</p> <p><b>11/2012</b> Changed formatting – included procedure and policy in one document Minor adjustments and inclusions to policy wording, clarification of procedural steps – no material change</p> <p><b>19 /09/2012</b> Approved and commenced (p.16 of Board Papers)</p> <p><b>19/8/09</b> Prior approval Board of Governors</p>						
<p><b>Signed and dated for Whitehouse Pty Ltd</b></p>	<table border="1"> <tr> <td data-bbox="402 802 818 953" style="text-align: center;">  </td> <td data-bbox="818 802 1247 953" style="text-align: center;"> <p>Leslie Taylor</p> </td> <td data-bbox="1247 802 1520 953" style="text-align: center;"> <p>2/5/19</p> </td> </tr> <tr> <td data-bbox="402 953 818 1020" style="text-align: center;"> <p>Signature</p> </td> <td data-bbox="818 953 1247 1020" style="text-align: center;"> <p>Name</p> </td> <td data-bbox="1247 953 1520 1020" style="text-align: center;"> <p>Date</p> </td> </tr> </table>		<p>Leslie Taylor</p>	<p>2/5/19</p>	<p>Signature</p>	<p>Name</p>	<p>Date</p>
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<p><b>INFORMATION FOR PUBLISHING ON POLICY REGISTER</b></p>	
<p><b>Category</b></p>	<p>Academic</p>
<p><b>Stakeholders</b></p>	<p>Academic Board Executive Management LTACC Academic Staff Administration Staff Students</p>