![Government of Western Australia — Central Regional TAFE]

Policy and Procedure for Student Withdrawals (SA013P)

1   Objective

This policy and procedure describes the process for student withdrawal from a course/unit/module and the circumstances under which they will be eligible for a refund of fees and charges.

2   Policy

Students must advise in writing of their intention to withdraw from a course/unit/module.

Students who withdraw from their course without notifying the College will not be eligible for refunds.

All withdrawal applications will be processed by Student Administration in accordance with the Department of Training and Workforce Development Fees and Charges Policy:

- Full Refunds
- Part Refunds
- Pro Rata Refunds

In the event a student submits their intention to withdraw from a course/unit/module and the student has a debt owing to the College, any refundable monies will be off-set against the debt owing.

If a refund is due to a student, the College will pay money by EFT and a remittance advice will be posted to residential address.

3   Procedures

3.1   A student intending to withdraw from a course/unit or module completes an Application for Withdrawal or Refund form (SA013F1) or puts their intention to withdraw in writing.

3.2   Application for Withdrawal or Refund form or other written advice is forwarded to Student Administration directly by student, lecturer or other College Staff.

3.3   Student Administration Officer receiving withdrawal form ensures all details are completed correctly.

3.4   Student Administration will endeavour to process the withdrawal and advise the student of the outcome in writing within ten (10) working days.

3.5   The Finance team will process withdrawal applications within ten (10) working days.

3.6   All associated paperwork or electronic documentation is filed.

4   Definitions

EFT – Electronic Funds Transfer.

5   References

Department of Training and Workforce Development Fees and Charges Policy

6   Documentation

Application for Withdrawal or Refund (SA013F1)

7   Responsible Officer

Manager Client and Administration Services.

Authorised by: Director Organisational Services   Issue: 1
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