

The following Guidelines provide students with information about withdrawal from studies. The Guidelines will be replaced with a Student Withdrawal Policy following the formal approval processes of the College.

The Guidelines govern the withdrawal of a student from either a course of study or units of study at Moore College and apply to all students of the College enrolled in accredited courses.

1. DEFINITIONS

Term	Definition
Course	A program of learning comprising one or more units of study, or structured workplace learning that leads to the award of a qualification. (AQF, 98)
Course withdrawal	Course withdrawal is the permanent withdrawal from the entire course at Moore College.
International student	An international student means a person (whether within or outside Australia) who holds a student visa. ¹ An international student is also known as an overseas student.
Unit	A self-contained part of a course normally identified by a unique code. A unit may also be called a subject.

2. GENERAL INFORMATION

- (i) Students seeking to withdraw should, in the first instance, consult with one of the following people, the Academic Dean, the Dean of Students, their Chaplain, the Registrar. Exploring various study options may be worth considering before you make the decision to withdraw.
- (ii) Applications for withdrawal should be made to the Registrar registrar@moore.edu.au.
- (iii) Administrative fees are not charged for withdrawal.
- (iv) Students should be aware that withdrawal from study after the applicable census date may attract academic and financial penalties.
- (v) Students who withdraw from a course of study will need to re-apply for admission if they want to continue studying at a later time.
- (vi) Domestic students should be aware that changes to study load can affect Austudy, Opal Concession cards and other payments from the Australian Government. Contact Centrelink for more information.

¹ Education Services for Overseas Students Act 2000 (ESOS), §5 Definitions.

3. WITHDRAWING FROM A COURSE OF STUDY

- (i) Applications to withdraw from a course before the census date:
 - will not incur an academic penalty
 - units of study in which the student is enrolled will be cancelled
 - a refund of any tuition fees paid upfront will be calculated

- (ii) Applications to withdraw from a course after the census date:
 - an academic penalty will apply to any units of study with that census date
 - a Fail grade will be recorded against those units
 - there will be no remission of tuition fees, either FEE-HELP or Upfront

4. WITHDRAWING FROM UNITS OF STUDY

- (i) Applications to withdraw from one or more units of study before the census date:
 - will not incur an academic penalty
 - units of study in which the student is enrolled will be cancelled
 - a refund of any tuition fees paid upfront will be calculated

- (ii) Applications to withdraw from one or more units of study after the census date:
 - an academic penalty will apply to any units of study with that census date
 - a Fail grade will be recorded against those units
 - there will be no remission of tuition fees, either FEE-HELP or Upfront

5. SPECIAL CIRCUMSTANCES

In the case where special circumstances adversely affect a student's ability to continue studies and the applicable census date has passed, the student may be eligible to apply for special consideration with respect to withdrawal.

Special circumstances may include:

- medical reasons
- family and personal reasons
- employment reasons

Applications for special consideration with respect to withdrawal should be lodged with the Registrar registrar@moore.edu.au and accompanied by relevant supporting documentation.

6. INTERNATIONAL STUDENTS

International students should be aware that changes to study load can affect your student visa.

International students should also have regard to the policies and procedures available on the Moore College website which include:

- Deferral, Suspension and Cancellation of Study Procedures (International Students)
- Refund Policy for International Students

7. STUDENT APPEALS

Student appeals are dealt with according to the Academic Appeals Policy and Academic Appeals Procedure.

8. ACKNOWLEDGEMENTS

The following documents are acknowledged in the development of these Guidelines:

University of Technology Sydney. *Course Withdrawal*. <https://www.uts.edu.au/current-students/managing-your-course/your-enrolment/enrolment-changes/course-withdrawal>. Accessed 2 April 2019.

Curtin University. *Withdrawing*. <https://students.curtin.edu.au/essentials/managing-your-course/withdrawal/> Accessed 2 April 2019.

Registrar
2 April 2019