

Student Ability to Withdraw from Classes within 21 Days of Close of Study Policy

Policy Information

Policy Name:	Student Ability to Withdraw from Classes within 21 Days of Close of Study
Policy Number:	513
Current Version:	03 – 02/08/2011
Purpose:	<p>To establish guidelines governing a student's ability to drop (withdraw) from a class where the class has commenced and the class end date will occur within 21 days.</p> <p>This policy does not have additional student refund implications apart from those already in existence as per the current Southbank Institute Refund and Fee Exemption Policy.</p>
Scope:	This policy applies to all full-time or part-time students of Southbank Institute of Technology except those specified in the Exemptions clause.
Exceptions:	<p>The following students are exempt from this policy:</p> <ul style="list-style-type: none"> ▪ International Students ▪ Apprentices and Trainees ▪ Language, Literacy and Numeracy students
Policy Owner:	Institute Director/CEO
Policy Author:	Business Policy and Process Officer, Student Services, Susan Oates
Related policies and legislation:	<ul style="list-style-type: none"> ▪ VETE Regulation 2000 (Section 30I) http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmA00.pdf ▪ TAFE Queensland: Recording Student Results and Issuing Awards (Version 7) http://employeeportal/detportalapp/ShowDoc/BEA%20Repository/ep-preview/951/guidelines/division/guideline_results_award.pdf ▪ SBIT Policy No. 601 – SBIT VET Student Rules ▪ SBIT Policy No. 510 – Refund and Fee Exemption ▪ QF005 – Change Enrolment Form
Internal procedures guided by this policy:	Nil

Policy

1.0 Student Responsibility

A student wishing to drop (withdraw) from a class after classes have commenced must apply to the relevant faculty and a [QF005](#) - Change of Enrolment Form must be submitted to Student Administration no later than 21 days prior to the class end date for that class.

A student, who attempts to drop from a class when the class end date occurs in less than 21 days, will be advised that no Change of Enrolment will be accepted.

2.0 Institute Responsibility

The Institute provides the student clear notification of their class end dates on the enrolment confirmation which is provided to the student upon enrolment.

The Institute provides clear direction to the student concerning change of enrolment timeframes in the Student Orientation Handbook and in the enrolment information provided on the Southbank website.

Glossary of Terms/Definitions

Terms	Definitions
Change Enrolment	Quality form used to record any requested change to enrolment, prior to it being actioned on the student administration system (ISAS)
Class end date	Scheduled date for the class to end
Drop (withdraw)	Student does not wish to continue in the class and formally requests to be dropped (withdrawn) via a Change of Enrolment form.
Enrolment Confirmation	Document produced from ISAS to confirm enrolment details for a student
Full-time	The program of study is delivered with a minimum of 12 hours per week
ISAS	Institute Student Administration System – the enrolment database for TAFE Queensland Institutes
Part-time	The program of study is delivered with fewer than 12 hours per week
Student	An individual enrolled in one or more classes

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
20/05/2009	Final	Transferred to new format from Policy 11	Manager, Student Administration	01
19/08/2010	Final	Changed policy owner/author and minor changes made to Section 1.0	Business Planning and Policy Officer/Manager, Student Administration	02
02/08/2011	Final	Removal of reference to grading, updated links and transferred to new template	Business Policy and Process Officer	03

Distribution

- All Students
- All Staff
- All Managers
- All Directors