Administrative Withdrawal and Deferral Policy

Reasons why Conwal and Associates PTY LTD (Trading as Conwal Institute) RTO 31190 may Administratively Withdraw or Defer a Student

Definitions

For the purposes of this document the following applies:

Conwal refers to Conwal and Associates Pty Ltd trading as Conwal Institute RTO 31190.

Student – refers to an individual person who is formally enrolled to study with Conwal Institute. The individual person is that who appears on Conwal’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID and enrolled in one or more VET units of study.

VET Course of Study refers to a course for which a Student may access VET FEE-HELP assistance to pay for all or part of their tuition fees.

VET Unit of Study: a published unit of study that a Student may undertake to complete a VET Course of Study.

Purpose

Conwal expects students enrolled in a VET course of Study (Certificate to Diploma) to actively engage in all ways in their course, this is defined as attending all training/learning events including online sessions, assignments, assessments, quizzes etc., for each enrolled VET course of Study/ VET unit of study.

This policy has been designed to assist students in establishing good training and learning engagement and online attendance habits and to maintain professional and industry currency in their studies. Failure to routinely log into their course online, complete assignments and assessment pieces will place the student at risk of being administratively withdrawn or deferred from any or all courses and/or units of study.

The policy will be applied appropriately, encouraging students to be accountable for suitable attitudes and actions demonstrating a seriousness and commitment to academic engagements, learning and training delivery.

Policy Statement

A student may be administratively withdrawn or deferred by Conwal Institute for failure to make satisfactory academic/assessment progress, non-attendance online of any training activities for six months.

The Head of Delivery has the authority to implement this policy for a student in a single course, multiple courses or VET units of study and to revoke that student’s enrolment at any time after six months of failure to comply with training requirements including, but not limited to:

- Failure to maintain log-in and training engagement activity as required for online courses for six months without prior written approval from the Administration Manager.

- Demonstrating unsatisfactory academic, training and course engagement in the preceding six months and/or having missed an excessive amount of submissions, training delivery, online forums etc. that would not allow for assessment of competency.

- Having failed to complete sufficient opportunities such as assignments, assessment tools etc. to demonstrate effectively that meaningful training and achievement of competencies and learning outcomes has been achieved and been sustained over time, in accordance with the relevant VET Unit of Study.

- Showing no record of training or learning engagement by completion of course work with achieved competency in any assessment format for six months.

- Non-engagement in any form for six months with no contact to Administration, Student Support or Trainers.
Students who do not fulfill their obligations through appropriate training engagement risk being administratively withdrawn or deferred from any, or all courses of study in which this failure to engage occurs.

Administrative Withdrawal or Deferral will not occur without warning and due notice to students. Students who are administratively withdrawn or deferred from a course will be advised by email/sms/mail and advised of their options and time frames for re-engaging with their studies. If during the notification period of an impending withdrawal, a student re-engages with their studies Conwal may instead offer them Administrative Deferral.

If a student is administratively deferred the start date of future units that have not already been undertaken would be deferred whilst a study plan is developed. The student will be notified of the deferred start dates of future units, associated census date(s) and tuition fees. The duration of the deferral period will be at Conwal’s discretion. This will enable the student to use this period to complete units from previous study periods that they have not yet undertaken. Once the student reaches the deferred start date for the future units they will be deemed to have commenced these. The student will then be liable for the tuition fees for these units after the census date(s) of the unit(s) passes, unless they have notified Conwal or their intention to withdraw or defer before this date.

Administrative Withdrawal or Deferral does not relieve the student of the responsibility for fees, including tuition and/or resources fees and other incidental charges, for the VET unit(s) which they have passed a census date for. Students who have been administratively withdrawn or deferred are not eligible for a refund for any tuition fees that have been paid upfront, or eligible for a re-crediting of their FEE-HELP balance for these VET unit(s) of study. Students wishing to seek a refund of their tuition fees must do so in line with Conwal’s Student Review Procedure, available from the Conwal institute website or by contacting student support.

If a student has been administratively withdrawn they are able to apply to re-enrol in their course units within 12 months of Administrative Withdrawal providing that the course of study or equivalent is available. In this case the student will be able to complete the previously commenced and/or invoiced units and there will be no additional tuition fees levied. However, if they wish to complete additional units these will be invoiced as per the original tuition fees for the qualification. All students should seek to obtain a copy of the tuition fees from student support if they wish to enrol in additional units.

Publication

This policy will be made available to all Students enrolled with Conwal Institute through publication on the website.