

Withdrawal and Suspension Policy

Purpose

THA expects students to actively engage in all learning processes associated with the qualification and this policy outlines the circumstances under which such withdrawals may occur and any financial or academic penalty that will be applied.

Scope

The policy applies self-funded students enrolled with THA.

A Student may withdraw from a unit of study or a qualification they have enrolled in at any time during the teaching period. All Requests for withdrawal must be submitted formally through Student and Academic Support with varying implications outlined below. Until formal withdrawal has occurred the student remains liable for all fees associated with their enrolment.

For withdrawals from a unit of study, part of a course or whole course, The Health Arts College will not charge:

- a withdrawal fee
- an administration fee
- a fine or penalty
- a fee determined to be a disincentive to withdrawing from a unit, part of a course or whole course
- any portion of the tuition fees for the unit, part of the course or entire course from which the student is withdrawing

Students who formally withdraw from a course or part of a course will be liable for all fees associated with the unit(s) of study for which they were enrolled for that teaching period.

Students will be notified of the outcome within 10 working days from the date of receipt of application

Students who do not formally withdraw from a program or unit(s) of study and have not actively engaged in training, will be administratively withdrawn as they will be deemed to be 'inactive.' Within this timeframe, Trainers and Academic staff will contact the students and offer assistance in re-engaging the student to class.

The Health Arts College will notify the student 7 days prior of its intention to cancel enrolment. Students will be provided 28 days to initiate any grievance procedure prior to the cancellation taking affect. Should the student not initiate the grievance procedures, The Health Arts College will cancel the enrolment once the 28 days has lapsed.

The student will then be provided with details pertaining to fees for the course or part of the course that have been incurred.

Should the student initiate grievance procedures within the 28 days, The Health Arts College will maintain the student's enrolment and follow its grievance policy and procedure

Students who withdraw or are administratively withdrawn will be issued with a statement of attainment.

Suspension

To suspend enrolment means to *temporarily put studies on hold*. A student may request a temporary suspension to his or her enrolment. A suspension will only be granted for a maximum period of 4 weeks and where it does not interfere with a pre-requisite unit.

A suspension application form will need to be completed and submitted to administration for approval

Students will be notified of the outcome within 10 working days from the date of receipt of application