

Student Withdrawal Policy - TasTAFE

CRICOS Provider Code: 03041M

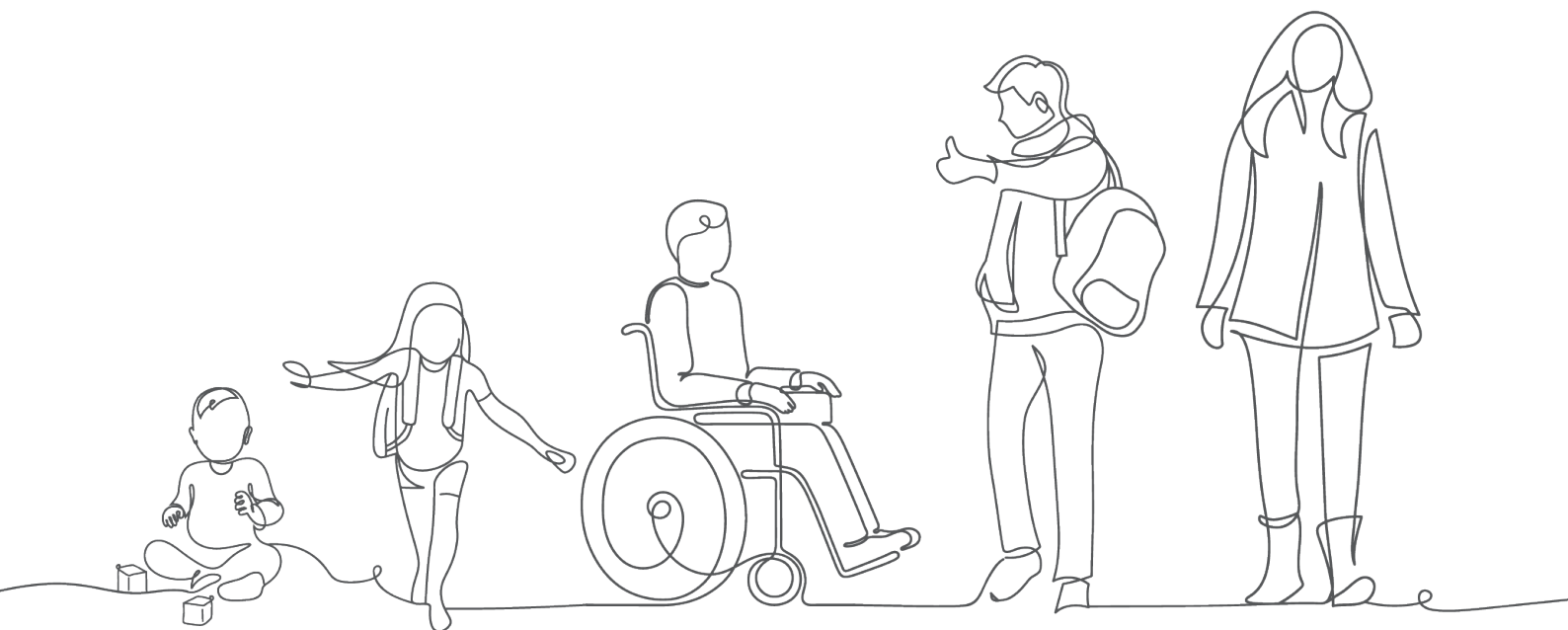


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1 Purpose

The purpose of this policy is to guide officers of the Department for Education, Children and Young People (DECYP) and students about the process for student-initiated withdrawals from TasTAFE. It lays out the principles that guide Government Education and Training International's (GETI) processes when a student paying full fees wants to withdraw from a current or future semester.

GETI is the international unit within DECYP and manages the international programs in TasTAFE.

2 Policy Statement

This policy ensures that international students understand important details before they apply for a withdrawal.

This policy details the evidence and information requirements when submitting a withdrawal application and details the circumstances in which fees may be payable if a student withdraws and has not paid overdue, current or future semester fees.

Anything not expressly covered by this policy will be escalated for a decision to be reached on a case-by-case basis.

2.1 When is a withdrawal application required?

A withdrawal application is required for a student to:

- Transfer to another CRICOS registered education provider (for 500 student visa holders); or
- Transfer to another education provider (non 500 student visa holders); or
- Change visa type; or
- Exit the program and return home.

2.2 Submitting a Withdrawal Request

A withdrawal is made by submitting:

- A completed Withdrawal Form; or
- A completed Visa Change Form; and
- Attaching all supporting documentary evidence and information (if applicable).

2.3 Withdrawal date for calculation of fees

The withdrawal date, used for fee calculation, is taken to be:

- a) the next working day where the Withdrawal Form or Visa Change Form is received after 5.06 pm on a working day, or on a non-working day (weekend or public holiday); or
- b) the same day where the Withdrawal Form or Visa Change Form is received on a working day during working hours (8.45 am to 5.06 pm);

AND where the Withdrawal Form or Visa Change Form is provided together with:

- all required supporting documentation; or
- the date that all requested additional information is received; or
- the date of the receipt evidencing that all fees are paid; or
- email evidence from student to University of Tasmania (UTAS) requesting release (if on a study pathway to UTAS); or
- email confirmation from UTAS that UTAS release has been approved (if on a study pathway to UTAS).

2.4 Student has paid fees for current or future semester at time of submitting a withdrawal application

If a student withdraws during the semester and has already paid fees, they must refer to the Fee Refund Policy for details about how GETI calculates refunds.

2.5 Fees owing for current or future semester not paid at time of withdrawal

2.5.1 Student is studying the pathway contained in accepted Letter of Offer (LoO) and submits a Withdrawal Form/Visa Change Form for the current semester and has overdue fees

- On receipt of a completed Withdrawal Form/Visa Change Form including all supporting documentary evidence:
 - Within 21 days of the commencement of the current semester, the student must pay 50 per cent of the current semester fees plus any fees from previous semester/s.
 - After 21 days from the commencement of the current semester, the student must pay 100 per cent of current semester fees plus any fees from previous semester/s.

2.5.2 Student is currently studying and submits a Withdrawal Form/Visa Change Form for next semester and has not paid fees for the next semester

- On receipt of a completed Withdrawal Form/Visa Change Form including all supporting documentary evidence:

- 14 days or more before the commencement of the next semester, next semester tuition fees will not be payable. All overdue fees are payable.
- Less than 14 days before the commencement of the next semester, the student must pay 50 per cent of next semester fees. All overdue fees are payable.

2.5.3 Student has an existing quarterly instalment plan and submits a Withdrawal Form/Visa Change Form for a current semester

- On receipt of a completed Withdrawal Form/Visa Change Form including all supporting documentary evidence:
 - Within 21 days of the commencement of the current semester, the student must pay 50 per cent of the current semester fees plus any overdue fees
 - After 21 days of the commencement of the current semester, the student must pay 100 per cent of current semester fees plus any overdue fees from previous semesters
 - Note: current semester fees include all instalment plan due dates in that semester

2.6 Withdrawing from program to transfer to another provider, prior to completing six months of study of the principal course

Refer to Overseas Student Transfer policy

2.7 Supporting Evidence and Information

Each withdrawal request requires the student (or approved third party) to supply information and evidence to support the withdrawal (if applicable) from studies.

Evidence and information include:

2.7.1 Transferring to another CRICOS registered provider (500 student visa holder only):

- Completed Withdrawal Form
- A Letter of Offer from the new CRICOS registered provider

2.7.2 Transferring to another provider (non-500 student visa holder):

- Completed Withdrawal Form

2.7.3 Change visa type

- Completed Visa Change Form
- Copy of visa grant notice (not the bridging visa)

2.7.4 Exiting the program and returning home:

- Completed Withdrawal Form
- An itinerary from a travel agent or airline/travel website showing confirmed flight bookings (for 500 student visa holders only)

2.7.5 Additional evidence (if requested):

- Written statement requesting compassionate and compelling circumstances
- Letter from medical practitioner to support the withdrawal based on medical grounds
- Receipt as evidence of payment of all fees
- UTAS email confirmation that release from UTAS has been approved

3 Processing times

Applications are generally assessed within 14 working days if all completed forms and relevant evidence and information is provided. Processing times may vary during peak demand.

4 Related policies

[Fee Refund Policy](#)

[Overseas Student Transfer Policy](#)

5 Related procedures

Nil

6 Supporting information/tools

[Withdrawal Form](#)

[Visa Change Form](#)

7 Definitions

CRICOS

Commonwealth Register of Institutions and Courses for Overseas Students

Fees

Includes previous, current and future semester tuition and administration fees

GETI

Government Education and Training International

Withdrawal

A request to cancel enrolment before the completion of the program

8 Legislation

Education Services for Overseas Students Act 2000

National Code of Practice for Providers of Education and Training to Overseas Students 2018

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Last significant review: NA

Review due: 30 November 2023

This document replaces: New policy