Administrative Withdrawal Policy - VET

Definitions

For the purposes of this document the following applies:

The Act refers to the Higher Education Support Act 2003

Student/Learner - refers to an individual person who is formally enrolled to study at the college. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID and enrolled in a VET unit of study that meets the course requirements of VET FEE-HELP assistance under the Act.

College - refers to Conwal and Associates trading as Conwal Institute RTO 31190. For the purpose of this policy, any reference to “College” or “the college” should be considered a reference to Conwal Institute.

AW - refers to Administrative withdrawal.

Purpose

The College expects students enrolled in VET sector programs (Certificate to Advanced Diploma) to actively engage in all ways in their courses of study, defined as attending all training/learning events including online sessions, assignments, assessments, quizzes etc, for each enrolled course/unit of study.

The Administrative Withdrawal 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course online, complete assignments and assessment pieces will place the student at risk of being administratively withdrawn from any or all courses or units of study.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

The RTO Manager is responsible for implementation of this policy and ensuring that all staff are fully trained in its operation and students are made aware of its availability.

A student may be administratively withdrawn from the College for failure to make satisfactory academic/assessment progress, non-attendance online of any training activities for six months.

The RTO Manager has the authority to administratively withdraw a student from a single course, multiple courses or units of competency and to revoke that student's enrolment at any time after six months for 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 RTO Manager or Student Services.

- 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 unit of competency.

- 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.
Administrative Withdrawal does not relieve the student of the responsibility for all tuition and/or resources fees and other incidental charges for the full teaching period.

Students who do not fulfill their obligations through appropriate training engagement risk being administratively withdrawn from any, or all courses of study in which this failure to engage occurs.

Withdrawals will not occur without a warning and due notice to students. Students who are administratively withdrawn from any courses:

- Will be advised by email/sms
- Are responsible for all debts and other charges related with the course of study or units of competency;
- Are not eligible for a tuition refund for the course of study or units of competency;
- Receive a “AW” notation in the student management system

If trainers, departmental heads or other training staff have reason to inquire about specific cases of administrative withdrawal, they may inquire to Administration or Student Support. In certain cases, the student’s right to confidentiality may not permit full disclosure of the circumstances.

If a student has been administratively withdrawn they are able to apply to re-activate their course access within 12 months of administrative withdrawal.

If the said student wishes to complete the previously commenced and/or invoiced units, there will be no additional 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 complete additional units.

**Publication**

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