



australian institute of holistic medicine

## Withdrawal Policy – Local Students

### **Purpose:**

The purpose of this policy is to outline the process for all students wanting to withdraw from a College course or unit of study. The policy also provides for the administration of applications for withdrawal.

### **Scope:**

This policy applies to FEE-HELP and non FEE-HELP students enrolled in AIHM.

### **Policy**

A fee of \$75.00 may be charged, depending on the date of withdrawal from a VET unit of study. All applications to withdraw from a VET unit of study must be received in writing by the AIHM administration before any action will be taken.

Any fees charged are done as a disincentive for students submitting late withdrawals from VET units of study.

Fees detailed here apply to all AIHM students, including VET FEE-HELP students.

<b>Withdrawal fee schedule applicable to students who withdraw from a VET unit of study</b>	<b>Fee</b>
Prior to the commencement of the VET unit of study	No withdrawal fee will be charged. All VET unit fees received will be refunded in full
One week after the commencement date for the VET unit of study and two weeks prior to the census date**	\$75.00 per VET unit of study withdrawal fee will be applied Any balance of VET unit fees received will be refunded
After the census date**	No refund of VET unit fees received No late withdrawal fee or additional fees charged Application for re-credit of FEE-HELP balance can be made (see below)

If a student who has completed a *Request for VET FEE-HELP Assistance* form withdraws from a subject, including where the student withdraws from the full VET course of study, on



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or before the census date\*\*, the student will **not** incur a VET FEE-HELP debt for that VET unit. Withdrawal fees will still apply.

If a student who has completed a *Request for VET FEE-HELP Assistance* form withdraws from a VET unit of study, including where the student withdraws from the full VET course of study, **after** the census date\*\*, the student will incur a VET FEE-HELP debt for that VET unit.

A student who withdraws from a VET unit of study after the census date, will not incur a late withdrawal fee. If the student is under VET FEE-HELP they can apply in certain circumstances to have their FEE-HELP balance re-credited. Non VET FEE-HELP students need to refer to the Grievance Policy.

AIHM deals with all matters regarding students VET FEE-HELP loans with fairness and equity.

This includes the granting of the loan, withdrawal from the VET course, and situations involving bereavement and other situations which are not caused by the student, but nonetheless affect his or her VET status. This applies regardless of the location of campus, person's place of residence or the mode in which he or she studied.

A student may apply to the AIHM for a re-credit of FEE-HELP balance if they withdraw from a VET course or VET unit of study after the census date or the student has not completed the requirements of that VET unit of study. Refer to Re-crediting VET FEE HELP policy and procedure.

**Definition:**

**Census Date:** A census date for a VET unit of study is the closing date for a student to apply for VET FEE-HELP assistance and the date a student incurs a VET FEE-HELP debt (the tuition fees) for the unit undertaken. The census date is set by the VET provider and can be no earlier than 20% of the way through a VET unit of study. Individual VET unit of study census dates will be published on an annual basis and available on the AIHM's VET course outline documents on the AIHM website.