WITHDRAWALS FROM COURSES AND CANCELLATION OF ENROLMENT

Purpose	This procedure has been developed to ensure that MIMT has the appropriate processes in place for a student to withdraw from an approved course or in the instance that MIMT cancel's a student's enrolment.
Responsibility for implementation	The Campus Manager is responsible for implementation of this policy. The Course Advisor is responsible for ensuring that this process is adhered to
When	Upon a student withdrawing or course cancellation
Definitions	**Census Date:** the census date is the last day for a student with withdraw from their enrolment without incurring the fees for that unit of study
Process **Withdrawal on or before the census date**	Students who wish to withdraw must contact MIMT directly. Students must withdraw from their enrolment by the census date so they will not incur a debt and/or maintain entitlement to a full refund of upfront payments. Students must complete MIMTs formal withdrawal process by completing and submitting the 'Withdrawal Form' located on MIMT's website. The 'Withdrawal Form' can be submitted via email to administration@mimt.edu.au up until 11.59pm of the day of the scheduled census date. Please note that a telephone call or email to MIMT is not sufficient to withdraw from your VET Student Loan. **Withdrawals must be provided in writing**. Students must take the initiative to formally withdraw. MIMT will not withdraw a student if they choose not to attend classes or hand in assessments. Once the signed and completed Withdrawal Form has been received, the student will receive a letter from MIMT confirming their withdrawal and where applicable, a refund of monies if paid upfront.
Withdrawal after the census date	Students who withdraw after the census date are liable for the fees. This means that the student will lose any upfront payments made and/or will incur a VET Student Loan debt. Students who wish to withdraw must contact MIMT directly. Students must complete MIMTs formal withdrawal process by completing and submitting the 'Withdrawal Form' located on MIMT's website. A student can re-enrol into part of an approved course in which they had earlier withdrawn from through MIMT. In this case MIMT will assess the remaining course work required for the student to be awarded their completed qualification. The student's original VSL Loan status will be reviewed in the initial stages of re-enrolment. Student's will only be charged any remaining tuition/census dates should there be any from their initial enrolment with MIMT. If all census dates were initially incurred through MIMT, no additional tuition fee's will be incurred on the enrolment into part of an approved course.

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	If the student withdraws partway through the course, then the debts associated with census dates that have passed will be incurred however, the student will not incur any debts associated with future census dates. Please note that a telephone call or email to MIMT is not sufficient to withdraw from your VET Student Loan. **Withdrawals must be provided in writing.** Students must take the initiative to formally withdraw. MIMT will not withdraw a student if they choose not to attend classes or hand in assessments. If a student withdraws from an approved course, or a part of an approved course, MIMT must not, after the withdrawal, enrol the student in an approved course or a part of an approved course without the written permission of the student (which must be given after the withdrawal). Once the signed and completed Withdrawal Form has been received, the student will receive a letter from MIMT confirming their withdrawal. MIMT will ensure that there are no barriers such as financial or administrative would impede a student from withdrawing.
Cancellation of enrolment	In the instance that MIMT cancels a student's enrolments in an approved course, the following processes will be applied: • MIMT will inform the student concerned both verbally and in writing of a proposed cancellation • The student will be provided at least 28 days to initiate grievance procedures before the cancellation takes final effect; and • Provide for the cancellation to take final effect only after any grievance procedures initiated by the student has been completed; and • Set out the circumstances in which fees for the course, or the part of the course, concerned will, or will not be, refunded
Related documents	Withdrawal Form

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