

WITHDRAWAL AND DEFERRAL PROCEDURE

Governing Policy

[Withdrawal and Deferral Policy](#)

Purpose

To detail the process in relation to students requesting a withdrawal from or deferral of their accredited Course or Subjects.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Administrative and Census Dates mentioned in this procedure refer to Australian Central Standard/Daylight Time (Adelaide time zone).

Procedure

1. Withdrawal from one or more Subjects

- 1.1. Students who confirm the withdrawal from a Subject either in writing or through a verbal discussion with Student Support (who will confirm subsequently in writing):
- (a) on or before the Administrative Date for that subject:
 - (i) Will not incur any FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will receive a full refund of fees paid for that Subject except for NFHE Offshore students who will have their Subject fees put in fees in credit.
 - (ii) Will not have that Subject recorded on their academic transcript, and
 - (iii) Subject to 1.6 will need to re-enrol in the Subject.
 - (b) after the Administrative Date but on or before the Census Date for that subject:
 - (i) Will not incur any FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will receive a full refund of fees paid for that Subject except for NFHE Offshore students who will have their Subject fees put in fees in credit.
 - (ii) Will have a WNF grade recorded for that Subject on the academic transcript (but this will not impact their GPA calculation), and
 - (iii) Subject to 1.6, will need to re-enrol in the Subject.
 - (c) after the Census Date for that Subject:
 - (i) Will incur FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will forfeit fees paid for that Subject.
 - (ii) Will have a WF grade recorded for that Subject on the academic transcript (which affects their GPA as equivalent to a fail), and
 - (iii) Subject to 1.6, will need to re-enrol in the Subject.

- 1.2. Students who wish to withdraw from a Subject for medical/compassionate reasons will need to submit appropriate evidence to Student Support prior to the end date of the Subject for AIB to review. No fees are payable for this review.
 - (a) If the request is approved:
 - (i) they will be allowed one re-enrolment in the Subject at no cost on medical or compassionate grounds; and
 - (ii) they will receive an MC grade for their original enrolment (which does not affect their GPA); and
 - (iii) will need to complete the Subject for which a medical/compassionate grade was provided within 12 months of start of the original Subject; and
 - (iv) if they do not undertake as scheduled, or within the timeframe in section 1.2(a)(iii) above or if they fail the re-enrolled Subject, any subsequent re-enrolment in the Subject will be at their own cost.
 - (b) if the request is declined, students can:
 - (i) continue with the Subject; or
 - (ii) request to withdraw from the Subject as per section 1.1 above or section 1.3 below.
- 1.3. Students who wish to withdraw from a Subject and receive a refund due to Special Circumstances:
 - (a) should refer to the [Student Review Procedures for Re-Crediting a Fee Help Balance and Refund of Fees](#); this procedure only applies to Domestic students.
 - (b) Non-FEE-HELP students should refer to the [Student Refund Policy and Procedure](#).
- 1.4. Students who do not withdraw as per the above procedure and do not submit any assessment items for a Subject will:
 - (a) incur their FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will forfeit their fees paid for that Subject
 - (b) need to re-enrol in the Subject at the next available opportunity subject to 1.6 and
 - (c) have a “DNS grade” recorded on their academic transcript for this Subject (which affects the GPA as equivalent to a fail).
- 1.5. Following a student’s withdrawal from a Subject, AIB will not enrol the student in any further Subjects unless the student has provided written permission (which must be granted after the withdrawal). Existing enrolments in other Subjects will be confirmed at the time of withdrawal from the Subject that the student is withdrawing from.
- 1.6. Students are entitled to vary their Subject enrolments but should note the implications regarding fees and grades as detailed in this procedure. Variations to subject enrolments may impact the maximum Course Registration Period stipulated in the [Course Briefs](#).

2. Withdrawal or Leave of Absence from a Research Course

- 2.1. Details on variations to HDR enrolment such as withdrawal from Candidature (Course) or leave of absence for Research Courses are provided in the Higher Degrees by Research Policy and Procedure.

3. Withdrawal from a coursework Course or variation of Course

- 3.1. Students who wish to withdraw from a Course must contact AIB for support and may first need to withdraw from Subjects (refer to section 1 above).
- 3.2. AIB may at its own discretion withdraw a student from a Subject or a Course:
 - (a) If a student is not showing sufficient progress in the Subject or a Course, and has not responded to AIB's contact or support.
 - (b) Where there are any concerns for the safety or wellbeing of a student or staff member or
 - (c) Where a serious breach of the [Student Code of Conduct](#) and/or [Academic Integrity Procedure](#) has been evidenced.
 - (d) All withdrawals whether instigated by a student or AIB, which includes incidents advised in section 3.2, will be confirmed in writing accordingly.
 - (e) Students who withdraw or have been withdrawn from an AIB Course must reapply for admission to AIB studies, including if the same Course, in accordance with the [Admission Policy and Procedure](#).

4. Deferral

4.1 Deferral of offer

- (a) AIB does not provide a formal deferral of offer for coursework or Research Courses. However, applicants who are issued with an AIB Letter of Offer have 12 months to accept their offer, after which time the offer expires and after this period, students may re-apply in accordance with the [Admissions Policy and Procedure](#) if they wish to do so.

4.2 Deferral of coursework Course

- (a) Whilst AIB does not provide a formal deferral of Course, once a student is enrolled, students wishing to take a break from their studies must contact AIB who will:
 - (i) verify the period of the intended break
 - (ii) identify and discuss with the student if withdrawal from a Subject(s) is required and/or recommended
 - (iii) advise students where key dates fall, such as Administrative Dates, Census Dates and/or Subject start dates and remind students of any administrative, financial or academic considerations and
 - (iv) confirm with the student a timeframe when AIB will contact the student again to assist with re-commencement of studies.
- (b) In taking a break from studies, AIB does not automatically extend the Course registration period for coursework Courses. However, students are able to apply for additional time to complete Course requirements in accordance with the [Academic Progress Policy and Procedure](#).

Related Forms:

Application for Consideration of Special Circumstances Form

Responsibility:

Academic Dean

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