



## Withdrawal and Deferment from Study Policy

**Policy number:** POL-D.032

**Responsible officer:** Johan Pienaar (Director/CEO)

**Date of approval:** 9 December 2015

**Scheduled review:** Biennially

**Review expiry date:** 31 July 2027

**Cross references:** *2025 Standards for Registered Training Organisations; VET Student Loans Act (2016); Educational Services for Overseas Students Act 2000.*

### Policy statement

Flight Training Adelaide (FTA) is committed to ensure quality and accountability in the management of student enrolment and that no financial, administrative or other barriers would prevent entitled students enrolled in a VET course of study from withdrawing/deferring before or on a census date. A student may cancel their enrolment from a VET unit of study by withdrawing on or before the census date, in which case the student:

- Will not incur a VETSL debt for that unit of study.
- Will receive a refund for any up-front tuition fee payment on or before the census date for the specified unit of study from which they are withdrawing.
- Will not be charged an additional penalty or fee to allow them to withdraw from a VET unit of study.

Likewise, a student that defer before or on a census date will not incur VETSL debt for that unit of study.

### Notice of withdrawal or deferment: eligible VSL students

Students wishing to withdraw or defer from a VET unit of study or cancelling their request for Commonwealth assistance must inform their training manager or another appropriate staff member of their decision to withdraw/defer in writing by email.

Students will be allowed to defer once during their training and for a maximum of six months.

The person receiving the notification or student welfare staff will inform relevant staff members by email and Centrik form AM-002-W (Wellcamp)/AM-002-P (Parafield) of the withdrawal/deferment.

The Manager Quality and Compliance (MQC) or delegate will ensure students who have given written notice of withdraw are not enrolled in that VET unit of study or subsequent units of study from the time of notification.

### Re-enrolment in a VET unit of study

FTA will not enrol students who have withdrawn/deferred from a VET unit of study, in subsequent units of study without written instruction from the student. Students who wish to re-enrol in a VET unit of study have to notify their training manager or other staff member in writing (email) of a specified return date to training and the unit of study for which VSL is requested.



The person receiving the notification will inform relevant staff members by email of the request to re-enrol. The MQC/delegate will ensure VSL processes and procedures are followed for re-enrolment.

### **Notice of withdrawal/deferment: self-funded local and international students**

Students wishing to withdraw from a VET unit of study must inform their training manager or another staff member in writing of their decision to withdraw by email.

The person receiving the notification or student welfare staff will inform relevant staff members by email and Centrik form AM-002-W (Wellcamp)/AM-002-P (Parafield) of the withdrawal.

If a student visa holder wishes to cancel their enrolment to go to another education provider, they have to follow the transfer procedures in the Student Handbook.

### **Management of return to training after deferment**

It is the Training Manager's responsibility to keep track of the deferment period and to contact the student one month prior to his scheduled return date to arrange recommencement of training. The TM will communicate the return date to stakeholders once established.

### **Refund**

Refer to POL-D.021 Tuition Refund and Re-Crediting Policy.

### **Document Control**

<b>Version no.</b>	<b>Issue date</b>	<b>Amendment description</b>
1.0	01-Dec-15	Initial issue
1.1	02-Apr-17	Amendment
1.2	02-Apr-19	Amendment
1.3	03-Sep-19	Inclusion of FTA Queensland operations and the new organisational structure
1.4	23-Jul-20	Adding document control history
1.5	30-Jul-21	Minor changes to wording
1.6	31-Jul-22	Reference to Centrik forms added.
1.7	31-Jul-23	Minor update to location of ADM-F.167
1.8	31-Jul-24	Review date extended to 2 years.
1.9	31-Jul-25	<ul style="list-style-type: none"> <li>• Title of policy</li> <li>• Added process and responsibilities for student withdraw and deferment.</li> </ul>

### **Review**

The policy will be reviewed at least every 2 years, or more often due to legislation or circumstantial change.

Johan Pienaar  
(Chief Executive Officer/Director)