



ADMINISTRATIVE WITHDRAWAL POLICY

Policy code	AWP-001	Version 2.3	Effective date: January 2021
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PURPOSE

St Basil's RTO expects students enrolled to actively engage in their courses of study. This includes attending all training and learning events including classes, practical sessions, online sessions, assignments, assessments, quizzes etc., for each enrolled course / unit of competency.

The Administrative Withdrawal Policy is designed to assist students in establishing good training and learning engagement and attendance habits and to maintain professional and industry currency in their studies. Failure to routinely attend classes, complete assignments and assessment pieces will place the student at risk of being administratively withdrawn from any or all courses of study.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.

Definition of "College" – St Basil's RTO for the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to St Basil's RTO.

Scope:

- College
- All students

POLICY STATEMENT

A student may be administratively withdrawn from St Basil's RTO for failure to make satisfactory academic/assessment progress, non-attendance of any training activities for twelve months.

The College Manager, Training Coordinator and Student Services 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 twelve months for failure remain an actively enrolled student.

In addition to this, the Training Coordinator and Student Services may take guidance from the College Manager regarding administrative withdrawal after each teaching period to comply with training requirements including, but not limited to:

- Non-attendance of required classes or online forums for twelve months without prior written approval from the College Manager or Student Services.
- Demonstrating unsatisfactory academic, training and course engagement in the preceding twelve months and/or having missed an excessive amount of scheduled classes, training delivery, online forums etc. that would not allow for assessment of competency.
- Failing to complete sufficient opportunities such as assignments, assessment tools, practicals sessions etc.
- Demonstrate that learning outcomes have been achieved and sustained over time in accordance with the course's unit of competency.
- Showing no record of training or learning engagement by completion of course work with achieved competency in any assessment format for twelve months.
- Failure to maintain log-in and training engagement activity as required for online courses for twelve months.
- Non-engagement in any form for twelve months with no contact to Student Services or Trainers.

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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 fulfil their obligations through appropriate training engagement and financial obligations, risk being administratively withdrawn from any, or all courses of study. Withdrawals will not occur without a warning and due notice to students.

Students who are administratively withdrawn from any courses:

- 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 training staff have reason to inquire about specific cases of administrative withdrawal, they may inquire to the College Manager and Student Services. In certain cases, the student’s right to confidentiality may not permit full disclosure of the circumstances.

Definitions:

Student/Learner - is an individual person who is formally enrolled to study at St Basil’s RTO. 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.

FURTHER INFORMATION

Related Policies:

- Refund Policy
- Grievance Policy

Benchmarking:

Not Applicable

Supporting Research and Analysis:

Not Applicable

Related Document:

Relevant Training Packages

Related Legislation:

Not Applicable

Guidelines:

Not Applicable

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