

STUDENT WITHDRAWAL PROCEDURES



RESPONSIBLE MANAGER:	Registrar
CATEGORY:	Student Information and Services
DATE ENDORSED BY THE CURRICULUM COMMITTEE:	9 October 2002
RELATED POLICIES AND DOCUMENTS:	Student Withdrawal Policy Enrolment cancellation form Enrolment amendment form Fees and Charges Brochure Student contact letter (optional use) OTTE Institute Performance Agreement – Evidence of Participation Ministerial Direction on Fees and Charges Privacy policy Privacy Statement

Official withdrawal

An official withdrawal occurs when a student submits an Enrolment Cancellation form or an Enrolment Amendment form to the Front Office of any Institute campus.

The process is as follows:

1. A student may elect to withdraw or amend their enrolment at any time by completing the appropriate form.
2. If a student has had three unexplained consecutive absences from class, or is experiencing other difficulties that may affect the student's enrolment, the teacher should discuss this with the course coordinator.
3. Where unexplained absences or difficulties are confined to one class, the class teacher will contact the student. Where absences are occurring in a majority of classes, the course coordinator will contact the student.
4. The student should be offered the full range of Institute counseling and support services (Student Counsellor, Disability Liaison Officer, Course Advisor).
5. If the student elects to withdraw from one or more units, they should be advised to complete an Enrolment Amendment Form. (An [Enrolment Amendment Form](#) can be found in the Staff Services area of the Institute website.)
6. If the student elects to withdraw from the whole course, they should be advised to complete an Enrolment Cancellation Form. (An [Enrolment Cancellation Form](#) can be found in the Staff Services area of the Institute website.)
7. The student should complete and sign the appropriate form, obtain authorisation from the teaching department, and lodge the form with the General Office at the campus at which they are studying.
8. The Student Management Department will amend or cancel the enrolment.

Unofficial withdrawal

An unofficial withdrawal occurs when a teacher or course coordinator submits an Enrolment Cancellation form without the student's signature. This will only occur after a period of unexplained absences during which the student is unable to be contacted, or when a student has been contacted regarding a continuous period of absence but chooses not to complete an official withdrawal.

The process is as follows:

1. If a student has had three unexplained consecutive absences from class, or is experiencing other difficulties that may affect the student's enrolment, the teacher should discuss this with the course coordinator.
2. Where unexplained absences or difficulties are confined to one class, the class teacher will attempt to contact the student. Where absences are occurring in a majority of classes, the course coordinator will attempt to contact the student. (A template letter for contacting students can be found in the Staff Services area of the Institute website.)
3. The teacher and course coordinator will keep records of all attempts to contact the student.
4. If after three attempts the student is not able to be contacted, or chooses not to accept advice to withdraw officially, the course coordinator may complete the student details on an Enrolment Cancellation Form.
5. The form should be signed by the course coordinator and lodged with the Student Management Department.
6. The Student Management Department will amend or cancel the enrolment and send confirmation to the student.
7. An unofficial withdrawal can be reversed by the Student Management Department if a teacher or course coordinator indicates that the student has recommenced classes. The consent of the teacher or course coordinator must be obtained before classes can be resumed.