

# W1 - WITHDRAWAL FROM A UNIT POLICY

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## 1 PURPOSE

The policy outlines BBI – The Australian Institute of Theological Education (BBI) guidelines and procedures for students who wish to Withdraw from a Unit.

## 2 BACKGROUND

BBI is committed to quality learning and teaching, as reflected in its educational mission. The Institute recognises that, for a variety of reasons, students may decide to withdraw from a unit after beginning it. This policy establishes the parameters for such withdrawal, including financial and academic penalties.

## 3 SCOPE

This policy applies to all current students.

## 4 DEFINITIONS

**Census Date:** the last day on which a student can access HELP loans or withdraw from a unit of study without incurring a debt.

## 5 POLICY

### *Withdrawal on or before the Census Date*

Students who withdraw from a unit before or on census day of the teaching period will not be financially liable for the associated tuition fees and the unit will not appear on a student's academic transcript.

### *Withdrawal after the Census Date*

Students who withdraw from a unit after census date will be liable for associated tuition fees and will receive the grade as outlined in 'Schedule 1 - Refund of Tuition Fees when Student Withdraws after Census Date' of BBI's Refund Policy.

### *Remission of Fees*

Students may request a remission of their fees due to significant exceptional circumstances which could not be managed through approved extensions of time on assessment tasks (refer Assessment Policy) and would make it impossible for the student to complete the unit successfully. Examples of such circumstances include grief, ongoing illness, or ongoing hardship (such as loss of employment).

Students granted a remission of fees will incur no financial or academic penalty. The unit will be recorded as Withdrawn (WW) on their academic transcript.

## 7 PROCEDURE

Students may withdraw from any unit at any time in a trimester by completing the Withdrawal from a Unit Form available on our website and submitting this to the Student Services Manager. Withdrawal requests will be determined in line with the policy as stated in section 5.

Where a remission of fees is being requested, the following procedure will be enacted:

- The student will complete the Withdrawal from a Unit Form requesting remission of fees. The student will be required to outline their case for withdrawal under exceptional circumstances, and provide relevant certified documentation (refer Verification of Documents Policy) to support their application (such as medical certificates, funeral notices, or statutory declarations).
- The Director Student Engagement and Services and an Executive Team member will consider the case and advise on the outcome. The student will normally be advised within two weeks of their initial application.

## 8 KEY RELATED DOCUMENTS

- Students at Academic Risk Policy
- Assessment Policy
- Withdrawal from a Unit Form
- Refund Policy
- Verification of Documents Policy

## 9 NOTES

Contact Officer	Director Student Engagement and Services
Implementation Officer/s	Director Student Engagement and Services / Student Services Manager
Approval Authority / Authorities	Academic Standards Sub-Committee / Academic Board
Date Approved	18/11/2015
Date of Commencement	1/1/2017
Date for Review	24 months after commencement
Amendment History	<p>26/12/16 – Updated definitions to include Census Date and remove reference to W and WW grades; Amended Policy section to reflect approved Refund Policy; changed 'Adverse Circumstances' to 'Special Circumstances'; added Refund Policy to Key Related Documents.</p> <p>13/12/16 – Amend procedure to direct students to complete the Unit Withdrawal Application Form at any stage in a trimester for any withdrawal as online withdrawal is not available at this stage.</p> <p>01/03/16 – Amended definition of Census Date, amended title 'Withdrawal before Census Date' under the 'Policy' section to 'Withdrawal on or before the Census Date', and amended title of unit withdrawal form.</p> <p>27/10/17 – updated to remove required Academic Board approval for remission of fees.</p>

Key Stakeholders	Faculty & Sessional Academics / Students / Higher Education Partners
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