

# **C1 - CANCELLATION OF COURSE POLICY**

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## **1 PURPOSE**

This policy provides assurance that, if BBI – The Australian Institute of Theological Education (BBI-TAITE) determines that it can no longer offer a course, students currently enrolled in that course will not be disadvantaged.

## **2 BACKGROUND**

BBI-TAITE is committed to quality learning and teaching, as reflected in its educational mission. This policy has been created in order to ensure that students who have enrolled in a course have the opportunity to complete it, including in the event that the Institute decided to cancel the delivery of a course.

## **3 SCOPE**

This policy applies to all students and courses of study at BBI-TAITE.

## **4 DEFINITIONS**

N/A

## **5 POLICY**

In the event that BBI-TAITE cancels the delivery of a course, it will be required to ensure that either:

- a) Students currently enrolled within the course will be able to complete it within the normal period of candidature through study with BBI-TAITE.

OR

- b) Students currently enrolled within the course will be presented with options to transfer to another Higher Education Provider who can facilitate their completion of the course with minimal disruption. It will be BBI-TAITE's responsibility to broker such arrangements with other Higher Education Provider and to communicate these with students.

## **6 RELEVANT LEGISLATION**

N/A

## 7 KEY RELATED DOCUMENTS

Contact Officer	Academic Dean
Implementation Officer/s	Director Student Services and Operations, Registrar, Academic Dean, Principal
Approval Authority / Authorities	Academic Standards Sub-committee / Academic Board
Date Approved	18/11/15
Date of Commencement	1/1/17
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	REVIEWED 03/12/2018
Key Stakeholders	Faculty & Sessional Academics / Students