

CHANGING ENROLMENT STATUS

POLICY AND PROCEDURES

Purpose	To set out the conditions under which a student can defer enrolment in a higher education course at NIDA and to detail the procedures for a student withdrawing from a course at NIDA.
Scope	This policy and procedure covers deferral of enrolment in a course and the process of withdrawing from a course of study. This policy and procedure is published on the NIDA website.
Policy and Procedures	<p>SUCCESSFUL APPLICANTS</p> <p>Successful applicants are required to accept their offer of enrolment by a specified date. Only in the most exceptional circumstances will a place be held for late acceptance.</p> <p>Deferral of a place is not permitted. Successful applicants unable to take up places must re-apply for admission the following year. There is no guarantee of the offer of a place in a future year.</p> <p>CHANGING ENROLMENT STATUS</p> <p>DEFERRAL</p> <p>Enrolled students may be permitted to defer their studies under exceptional circumstances. Exceptional circumstances may include:</p> <ul style="list-style-type: none"> • protracted illness • family reasons • obligations to military or extended jury service <p>Application must be made in writing with reasons, and accompanying documented evidence, to the head of course for consideration by the Director, Undergraduate or Graduate Studies, who makes a recommendation to the Director/CEO. Approval for leave of absence can only be granted by the Director/CEO.</p> <p>WITHDRAWING FROM NIDA</p> <p>A student may withdraw from a course at any time by writing to the Director/CEO indicating that he or she wishes to do so. All fees, loans and fines need to be paid, all borrowed books and journals returned to the NIDA Library and the University of New South Wales Library and all equipment returned.</p> <p>The relevant course census date is the last date for students to withdraw from NIDA and receive a refund of tuition fees or</p>

	<p>without incurring a tuition fee liability for a FEE-HELP loan for the period.</p> <p>If a student withdraws after the census date, there will be no refund of fees, and/or a FEE-HELP debt will be incurred.</p> <p>An undergraduate student will have “Withdrawn” registered on his/her academic transcript providing the withdrawal takes place no later than one calendar month after the census date in the relevant semester. If a student withdraws after that date, a result of “Fail” will be recorded on the transcript for the relevant subject/s.</p> <p>A Master of Fine Arts student, who wishes to withdraw from a course after the census date, will have “Withdrawn” recorded on his/her transcript, as long as the withdrawal takes place prior to 31 October of the first year of enrolment. If a student withdraws after that date, the transcript will record a result of “Fail” for the relevant subjects</p>
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