

# Course Withdrawal Policy

## Purpose

The purpose of this policy is to outline the procedures and criteria for withdrawal from courses at ANMF (Vic Branch) Education Centre. This policy distinguishes between a student's right to withdraw and the Education Centre's right to withdraw a student.

## Scope

This policy applies to all students enrolled in courses at ANMF (Vic Branch) Education Centre and to the administrative staff responsible for managing student enrolments and withdrawals.

## Definitions

**Withdrawal:** The process by which a student formally discontinues their enrolment in a course.

**Student-Initiated Withdrawal:** A withdrawal initiated by the student.

**ANMF-Initiated Withdrawal:** A withdrawal initiated by ANMF (Vic Branch) Education Centre.

**Apparent Withdrawal:** The student stopped participating and engaging but does not advise the RTO, so the RTO decides to withdraw the student.

## Student-Initiated Withdrawal

- i. Students have the right to withdraw from a course at any time.
- ii. Reasons for withdrawal may include, but are not limited to:
  - personal circumstances
  - changes in career goals
- iii. Students wishing to withdraw must notify the Education Coordinator in writing.
- iv. The notification must include:
  - student's name
  - course details
  - reason for withdrawal
- v. Students must complete and submit the Transfer/Withdrawal form available from the Education Portal.
- vi. Upon receipt of the withdrawal form, the Education Centre will acknowledge the withdrawal in writing and provide information on any financial obligations or refunds.
- vii. Refunds, if applicable, will be processed according to ANMF (Vic Branch) Education Centre's Refund Policy available on the website.
- viii. For any completed Competencies the student will be issued a Statement of Attainment within 30 days from the effective date of withdrawal.

- ix. Students may re-enroll into the same or a different course at any stage after withdrawal.
  - Re-enrolment after withdrawal does not guarantee a place in the course.
  - Students will have to complete the application process again.
  - ANMF (Vic Branch) retains the right to offer a place in the course depending on the withdrawal circumstances.

### **ANMF-Initiated Withdrawal**

- i. ANMF (Vic Branch) Education Centre reserves the right to withdraw a student from a course under certain circumstances. These circumstances may include, but are not limited to:
  - Repeated failure to meet academic course requirements or Individual Learning Plans milestone dates without submitting valid extension forms and supporting evidence.
  - Violation of the Education Centre code of conduct, including academic dishonesty or disruptive behaviour.
  - Failure to meet attendance requirements as specified in the Skills First Student Obligations guidelines.
  - Non-payment of tuition fees as per planned payment schedule, or other financial obligations.
  - Failure to comply with the Education Centre's policies, procedures, or regulatory requirements.
  - Training and assessment that has been identified as being conducted outside the state of Victoria.
  - Training and assessment that does not adhere to the Assessment Policy or Course Progression Policy.
- ii. The Education Coordinator will review the circumstances leading to the potential withdrawal.
- iii. The Education Coordinator will attempt to re-engage or support the student before a potential apparent withdrawal.
- iv. The student will be notified in writing of the Education Centre's intent to withdraw them from the course. This notification will include the reasons for withdrawal and any supporting evidence.
  - a. The student will be provided with a 28-day timeline of the withdrawal process in an apparent withdrawal.
  - b. Prior to an apparent withdrawal the student will be provided time to re-engage in the course.
- v. The student will be given an opportunity to meet with the Education Coordinator and the Education Manager to discuss the reasons for withdrawal and present their case.
- vi. After the meeting, a final decision will be made and communicated to the student in writing. If the decision is to withdraw the student, the notification will include the effective date of withdrawal and information on any financial obligations or refunds.
- vii. Students have the right to appeal the withdrawal decision by submitting a written appeal form to the Education Centre within 14 days of the notification date. The appeal must include the reasons for the appeal and any supporting documentation.

- Students can refer to the Complaints and Appeals Policy on the website.
- Complaints and appeals forms are located on the website.

### Grounds for ANMF-Initiated Withdrawal Due to Disruptive Behaviour

#### Non-Compliance with the Education Centre's Policies

- Repeated failure to adhere to ANMF's code of conduct, rules, policies and regulations.
- Non-compliance with health and safety regulations, including but not limited to smoking policies, evacuation procedures, and public health guidelines.
- Non-compliance with the Assessment Policy.
- Repeated failure to submit assessments according to the assessment policy without valid extension forms.
- Failure to request extensions beyond the conclusion of the course according to the Training Plan
- Failure to engage in the course, Education Centre, trainers and assessors or Education Portal for 45 days.

#### Academic Dishonesty

- Repeated plagiarism, cheating, or any form of academic fraud.
- Withholding or falsifying details from the application process.
- Falsifying academic records or other official documents.
- Manipulation or withholding of academic communication with other students or ANMF staff.

#### Violent or Threatening Behaviour

- Physical violence or threats of violence towards students, faculty, or staff.
- Intimidation, harassment, or bullying (including cyberbullying).

#### Substance Abuse

- Use, possession, or distribution of illegal drugs or alcohol on campus.
- Attending classes or campus activities while under the influence of substances.

#### Harassment and Discrimination

- Any form of harassment or discrimination based on race, gender, sexual orientation, religion, disability, or other protected characteristics.
- Sexual harassment, including unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

#### Property Damage

- Vandalism, destruction, or theft of institutional property or the property of others.
- Unauthorised use or misuse of institutional resources and facilities.

#### Disruptive Conduct

- Persistent disruptive behaviour in the classroom, such as interrupting the trainer and assessor, facilitator or other students, making excessive noise, or other actions that impede the learning process for others, including the disruptor.
- Disruptive behaviour in common areas, such as the library, dining areas, or public areas.

### Inappropriate Use of Technology

- Misuse of institutional technology resources, including hacking, spreading malware, and unauthorised access to institutional systems.
- Inappropriate or illegal online behaviour, including cyber harassment or distribution of obscene or harmful materials.

### Legal Violations

- Engagement in illegal activities, whether on or off campus, that negatively affect ANMF's reputation or community safety.
- Arrests or convictions for serious crimes that undermine the trust and safety of the academic community.

## Refund Policy

Refunds for tuition fees will be processed according to the ANMF (Vic Branch) Education Centre Refund Policy. Details of the Refund Policy are available on the website under Fees, Charges and Refund Policy.

## Confidentiality

All information related to a student's withdrawal will be treated as confidential and will be handled in accordance with ANMF (Vic Branch) Education Centre Privacy Policy.

**Approved by**  
Corinne op't Hoog  
**Education Manager**  
July 2024

