Deferment, Assessment Extension and Withdrawal Policy

Policy Purpose
This policy relates to all deferment or cancellation of Units of Competency or a Qualification or requests for assessment extension for enrolled students at Meerilinga Training College.

Scope
This policy applies to all Students of Meerilinga Training College including staff undertaking any unit or course of study with Meerilinga.

Prior Withdrawing or Deferral
Enrolled students thinking of withdrawing from units or a course, are encouraged to consider the options available to them and seek additional support first. Withdrawal is not granted by absenteeism and without formal written notice and actions followed in accordance with the following policy, form and with evidence of exceptional circumstances.

Exceptional circumstances
The CEO will consider and is the only person that can approve applications for deferral or withdrawal or refund.

Exceptional circumstances **do not** include:

- Temporary illness in which recovery is likely or manageable. A doctor's medical certificate will need to state long term inability to physically or mentally care for children and/or study
- Lack of childcare
- Lack of planning to complete tasks and activities on time
- Pregnancy without a doctor's medical certificate stating long term inability to physically or mentally care for children and/or study
- Car or travel matters
- Holidays during scheduled class time
- Work commitments

Requesting an Assessment Extension
From time to time life can present a temporary challenge and Meerilinga Training College will consider providing a student with an assessment extension in extenuating circumstances. If you are experiencing circumstances beyond your control and are unable to submit your assessments on time, you have the option to request an assessment extension of up to a maximum of seven (7) days from the due date. Only one extension will be granted.

In order to apply for an Assessment Extension you must be able to provide supporting documentation proving circumstances beyond your control, which may include:

- Student illness, injury or medical condition of such significance that completion of the assessment task by the original date/time or due date/time is not possible
- Family issues (for example, family injury, illness or bereavement etc.)
- Unavoidable and unexpected work commitments

Applications must be submitted **before** your assessment due date/time. Applications may be accepted **up to 5 days** after the assessment due date/time only if you can provide evidence to explain the delay (e.g. emergency or severe illness).

To submit your assessment extension request, you will need to go through your trainer. Your trainer is expected to inform you of the status of your application and notify you in writing with the new submission details.

Should your application be unsuccessful, you have the option to appeal this decision following the appeals policy. The outcome of this decision is final. After this, if your application is not approved, or you have not submitted your assessment then a Not Yet Satisfactory will be recorded.

Before Withdrawing
Before you make the decision to withdraw from a unit or your course, a student needs to consider the effect it will have on their goals, enrolment, and other entitlements and liabilities. To help make an informed decision, a student is encouraged to seek advice on the following options:

- Speak with your trainer or student support service for general guidance about your studies and to understand the financial and study implications of withdrawing and explore alternative options such as taking a break
- Explore our learning and study resources and support services
- Seek a meeting to speak with a mentor about any personal difficulties you may be experiencing
- Seek a meeting with the Cultural Engagement and Inclusion Advisor for additional support relating to a cultural support
- Seek medical or professional advice early in relation to health, mental wellbeing, financial distress, domestic violence or significant negative situation.

Taking a Break
If you are considering withdrawing you may prefer to take leave through deferral.

Student Initiated Deferral
Students may initiate the deferral of enrolment at any time of the course.

Meerilinga is only able to defer a student's enrolment on the grounds of a compassionate or compelling reason that is beyond the control of the student, which may impact on the student's course progress or wellbeing.

These may include, but is not limited to the following:

- Serious illness or injury, where the student provides a medical certificate from a qualified health care practitioner that states the student was/is unable to attend/continue to attend class.
- Bereavement of an immediate close family member, where possible a death certificate should be provided
- A traumatic experience i.e. involvement in or witness a serious crime or accident that has an impact on the students well being
- Other reasons may be considered but the student must supply compelling documentary evidence to support the request.

All deferral applications, Meerilinga will require documented evidence to be submitted by the student. The documented evidence will accompany the Deferment / Withdrawal Request Form 642 .

The CEO will:

- Review all applications for deferral and determine if the application for deferral is to be granted or rejected.
- Will ensure the student is informed in writing of the outcome of their application for deferral.
- In the case of a student application being rejected the written notification to the student will also be informed of their ability to access the complaints and appeals policy and procedure if they wish to appeal the decision.
- Will ensure all documentation in relation to the deferral or suspension application is held on the students file.

Where a student initiated deferral of enrolment is granted, Meerilinga will suspend an enrolment for an agreed period of time - to a maximum of 6 months from the approved date. A deferment can only be granted once.

Student Initiated Withdrawal

Students who wish to withdraw from their course at Meerilinga are required to inform MTC in writing prior to the census date, using the Deferment/Withdrawal Request Form T642. The census date will be stated on all unit invoices the student invoice or they can calculate the Census Date using the Census Day Calculator .

This ensures that Meerilinga can appropriately close off the student's enrolment and maintain accurate and up-to-date records. Students withdrawing from a unit or course prior to the census date can apply for a refund.

Any request for a refund will be assessed in accordance with the Meerilinga Fees, Charges and Refund Policy. Students must also be aware that if the Census date has passed, they will be liable to pay any fees and charges for units that have been commenced and other costs applicable.

Enrolments in the current units
Please carefully read the information below if you have commenced units in your course.

Applications lodged before the census date:

- You will not incur academic penalty for the enrolled units,
- Units in which you were enrolled will be cancelled with a not yet commenced outcome, and
- Refund and/or remission of any upfront applicable fees and/or debt will be calculated.

Applications lodged after the census date

- Your unit assessments will be processed with a Not Yet Satisfactory outcome,
- A **Withdrawn outcome** will appear against the units that you were enrolled in,
- You will not be entitled to a refund or remission of your applicable fees or debt
- Items loaned to you that are not returned in a clean and usable condition will be calculated and charged to you

Withdrawing from MTC
If you withdraw from MTC, you must re-apply for admission to re-commence studying in the future. Credit for prior class attendance, practicum or incomplete units of competence will not be given.

Course withdrawal is effective from the date your application is received by MTC and must include your application and all supporting documents with your form. If approved, the withdrawal will only take effect on the date Meerilinga Training College receives the full application and supporting documents.

If you decide to go ahead with withdrawing, you need to complete a Deferment / Withdrawal Request Form. If you are enrolled in more than one course but only want to withdraw from one, please specify this on the form.

Once you have submitted your application you will receive two emails to your nominated account:

- A confirmation receipt of your application, and
- The notification of the outcome of your application

College Initiated Cancellation

MTC may initiate a Cancellation of Student Enrolment after monitoring the student, for the following reasons:

- Non-payment of fees
- Fees must be paid in line with the agreed Payment Plan structure
- Gross Student Misbehaviour/misconduct
- Information on the behaviour expected by students can be found in the Student Handbook
- Unsatisfactory Course Progress
- Student's are expected to adhere to the course schedule and submit Assessments in a timely manner. If satisfactory course progress is not made, a mentoring plan will be initiated to support the student through their learning.
- Student has become absent without leave and is unreachable/uncontactable, despite the effort of the college

Policy Review

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation and customer service.