

Policy and Procedure

Name:	Student Course Transfer, Deferral, Extension, Expulsion and Withdrawals Policy
Approved by:	The Dean of AIM Business School
Date Approved:	11/09/2017
Approved by:	Head of Compliance, Partners
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Implementation Owner	Postgraduate Executive Officer
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SECTION 1 – INTRODUCTION

PURPOSE

To inform all students and staff of AIM Business School about the policies relating to Student Course Transfer, Deferral, Extension, Suspension, Withdrawal and Cancellation.

SCOPE

This policy applies to all AIM Business School students as well as all staff involved either directly or indirectly with administering requests for student course transfers, deferrals, extensions, withdrawal and cancellation.

SECTION 2 – POLICY AND PROCEDURE

WITHDRAWAL

1. If a student decides to withdraw, they must put the request in writing.
2. Domestic students in FEE-HELP enabled (HE) courses can withdraw from a subject and/or a course as follows:
 - by the census date of any study period, this being the last date in the study period to defer or withdraw from subjects without incurring a financial liability;
 - at any time in the study period with academic and financial penalty; and
 - students who withdraw after the census date may apply for a refund under the Special Circumstances provisions of the Fees and Refunds Policy,
2. Once any student withdraws from a course, they are required to re-apply for any future enrolment with AIM Business School.

TRANSFERS (WITHIN AIM BUSINESS SCHOOL)

1. Where allowable, a student who wishes to transfer from one AIM Business School course to another AIM Business School course must satisfy the entry requirements for the course for which they are applying as per the Admissions Policy. Transfers will be approved subject to applicants meeting these criteria.

EXTENSIONS AND DEFERMENT

1. All students have a maximum allowed course length:
 - 1.1 Masters of Business Administration – 7 years;
 - 1.2 Graduate Diploma in Management – 5 years; and
 - 1.3 Graduate Certificate in Management – 3 years.
2. Each student will receive a course start and end date, indicating the time required to complete the course

Course	standard	Part-time
Masters of Business Administration	18 months	3 years
Graduate Diploma in Management	12 months	2 years
Graduate Certificate in Management	8 months	18 months

3. Students can apply for course extensions up to the maximum allowed course length (See paragraph 1).

(All students can apply for unit extensions, refer to the assessment policy)

CANCELLATION

1. Students may have their enrolments cancelled under the following conditions:

- 1.1 Students in a serious breach of discipline can have their enrolment cancelled, following the appropriate disciplinary procedures set out in the Code of Conduct;
 - 1.2 Cancellation of enrolments due to non-payment of fees; and/or
 - 1.3 Cancellation for not meeting course progression requirements (see ABS Student Progression and Support Policy).
2. Students will be notified in person (or by phone or email if this is not possible) and in writing of intent to cancel their enrolment.
 3. Students facing cancellation may access the AIM Business School Grievance Policy if they believe that the expulsion is unfair.
 4. If, after 20 working days, no complaint or appeal has been filed, the decision is considered final.
 3. For students who have filed a complaint or appeal, the decision on expulsion will be finalised once the appeal has been finalised.
 5. A student's enrolment can be cancelled for failure to submit required documentation (e.g. Tax File Number for FEE-HELP).

SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

DEFINITIONS

Word/Term	Definition
PGEO	Postgraduate Executive Officer
ABS	AIM Business School
Transfer	The act of moving from one registered training provider to another
Deferral	The postponement of a course with a registered training provider
Withdrawal	The act of un-enrolling from a course with a registered training provider
Expulsion	Where the registered training provider removes the student from the course due to unacceptable behaviour
Extension	The prolonging of the course to allow the student to complete it satisfactorily

SUPPORTING DOCUMENTATION

Document name	Document type	Location
ABS Application to Defer Course or Assessment	Form	<i>G:\Compliance\Policies & Procedures</i>
ABS Application to Withdraw Course	Form	<i>G:\Compliance\Policies & Procedures</i>

SECTION 5 – CHANGE HISTORY**CHANGE HISTORY**

Version	Approval date	Approved by	Approved by	Change
V1.0	14/06/17	The Dean	Head of Compliance, Partners	Initial Document – First Draft
V2.0	21/06/17	The Dean	Head of Compliance, Partners	Updated based on ABS internal review
V3.0	30/06/17	The Dean	Head of Compliance, Partners	Updated to reflect Dean, ABS feedback
V3.1	11/09/2017	The Dean	Head of Compliance	Updated incorrect course title reference.