

Policy and Procedure

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| Name: | Student Course Transfer, Deferral, Extension, Expulsion and Withdrawals Policy |
| Approved by: | The Dean of AIM Business School |
| Date Approved: | 3.07.2017 |
| Approved by: | Head of Compliance, Partners |
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| Implementation Owner | Postgraduate Executive Officer |
| Maintenance Owner | Compliance |
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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 of Business – 5 years; and
 - 1.3 Graduate Certificate of Business – 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 |