

1. PURPOSE

To provide a policy that restricts a student from withdrawing from a module/competency enrolment within 21 days of the ISAS class end date.

2. SCOPE

This applies to all full-time or part-time students of Brisbane North Institute of TAFE except those specified in the Exemptions clause

3. DOCUMENTATION & REFERENCES

IF661 Application for Class Enrolment Amendment
TAFE Queensland Guideline - Recording Student Results and Issuing Awards
TAFE Queensland Student Rules

4. DEFINITIONS

Drop (withdraw) Student does not wish to continue in the class and formally requests to be dropped (withdrawn) via an application for class enrolment amendment form (IF661).

5. POLICY

The intent of this policy is to support correct reporting of outcomes in accordance with the AVETMIS standard.

The following students are exempt from this policy:

- International Students
- Apprentices and Trainees

6. RESPONSIBILITIES

The following responsibilities will apply

Student Responsibilities

A student wishing to drop (withdraw) from a competency/module enrolment once delivery has commenced, must complete IF661 "Application for Class Enrolment Amendment" and submit to the Institute's Customer Contact & Information Centre no later than 21 days prior to the class end date for the unit.

Once student participation has been confirmed with the Faculty, the change of enrolment will be processed in ISAS and a system generated status of AW (dropped with participation) or NATT (dropped no participation) will be recorded for the student.

A student who attempts to withdraw from a competency/module enrolment when the class end date occurs in less than 21 days will be advised that no change to enrolment will be accepted and the appropriate grade will be recorded.

Institute responsibilities

The Institute will provide the student with clear notification of their class end dates on the enrolment confirmation which is provided to the student upon enrolment.



INSTITUTE POLICY
Student ability to drop(withdraw) from
classes when the class end date is due to
occur within 21 days– IP57





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DOCUMENT AUTHORISATION

Owned by	Business Compliance and Risk Officer)
Authorised by	Institute Director