13. Withdrawal and Suspension Policy

Purpose
THA expects students to actively engage in all learning processes associated with the qualification and this policy outlines the circumstances under which such withdrawals may occur and any financial or academic penalty that will be applied.

Scope
The policy applies to all students currently enrolled with THA.

A Student may withdraw from a unit of study or a qualification they have enrolled in at any time during the teaching period.
All Requests for withdrawal must be submitted formally through Student and Academic Support with varying implications outlined below. Until formal withdrawal has occurred the student remains liable for all fees associated with their enrolment.

Students will be notified of the outcome within 10 working days from the date of receipt of application

Students who formally withdraw after the published census date will remain liable for all fees associated with the unit(s) of study for which they were enrolled for that teaching period.

The Health Arts College Pty Ltd will repay to a student who is, or would be, entitled to VET FEE-HELP assistance any VET tuition fees that he or she may have paid for a VET Unit of study if the student withdraws from that unit on or before the relevant census date, even if they choose not to access it.

Students who do not formally withdraw from a program or unit(s) of study and have not actively engaged in training for a period of 6 months will be administratively withdrawn as they will be deemed to be ‘inactive’ after a period of 6 months and students will remain liable for all fees associated with the unit of study.

Students who withdraw or are administratively withdrawn will be issued with a statement of attainment.

Suspension
To suspend enrolment means to temporarily put studies on hold. A student may request a temporary suspension to his or her enrolment. A suspension will only be granted for a maximum period of 4 weeks and where it does not interfere with a pre-requisite unit.

A suspension application form will need to be completed and submitted to administration for approval

Students will be notified of the outcome within 10 working days from the date of receipt of application.