



WITHDRAWAL AND DEFERRAL POLICY

Purpose

This policy outlines AIB's principles regarding student withdrawal from and deferral of AIB studies. The associated Withdrawal and Deferral Procedure details operationalisation of this Policy.

Scope

This policy applies to all AIB students studying accredited AIB Courses. Details on withdrawal from Candidature (Course) and leave of absence (deferral) for Research Courses are provided in the [Higher Degrees by Research Policy and Procedure](#).

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Policy

1. Principles:

- 1.1. AIB will be explicit and transparent about the process of and requirements for withdrawal and deferral for students.
- 1.2. The withdrawal and deferral procedure will adhere to any applicable regulations, including but not limited to the *Higher Education Support Act 2003 (HESA Act)* and the *Higher Education Standards Framework 2021 (Threshold Standards)*.
- 1.3. The withdrawal and deferral procedure will apply to both Subjects and Courses of study.
- 1.4. The policy and procedure will be publicly accessible for prospective and current students via the AIB website.
- 1.5. Reasonable timeframes for withdrawal will be applied to allow students to make informed decisions to withdraw from Subjects and/or Courses.
- 1.6. The procedure will be exercised in a fair and equitable manner, having regard to the individual student's circumstances.
- 1.7. AIB may determine to withdraw, defer, suspend or expel a student from a Subject or Course in alignment with relevant AIB policies and procedures.

Related Policies and Procedures:

Academic Integrity Policy
Academic Integrity Procedure
Academic Progress Policy
Academic Progress procedure
Admission Policy
Admission Procedure
Assessment Policy
Assessment Procedure Procedure
Higher Degrees by Research Policy
Higher Degrees by Research Procedure
Masterclass Refund and Withdrawal Policy and Procedure
Research Integrity Breach Management Procedure
Sexual Assault and Sexual Harassment Policy
Sexual Assault and Sexual Harrassment Procedure
Student Code of Conduct Policy
Student Code of Conduct Procedure
Student Refund Policy
Student Refund Procedure
Special Circumstances Applications Procedure
Student Support Policy
Student Support Procedure
Withdrawal and Deferral Procedure

Legislative References:

Higher Education Standards Framework 2021 (Threshold Standards)
Higher Education Support Act 2003 (HESA Act)

Responsibility:

Academic Dean

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