

WITHDRAWAL AND DEFERRAL PROCEDURE

Governing Policy

Withdrawal and Deferral Policy

Purpose

To detail the process in relation to students requesting a withdrawal from or deferral of their accredited Course or Subjects.

Definitions

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

Procedure

1. Withdrawal from one or more Subjects

- 1.1 Students who confirm the withdrawal from a Subject either in writing or through a verbal discussion with Student Support (who will confirm subsequently in writing):
- (a) on or before the Administrative Date for that subject:
 - (i) Will not incur any FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will receive a full refund of fees paid for that Subject except for NFHE Offshore students who will have their Subject fees put in fees in credit.
 - (ii) Will not have that Subject recorded on their academic transcript, and
 - (iii) Will need to re-enrol in the Subject.
 - (b) after the Administrative Date but on or before the Census Date for that subject:
 - (i) Will not incur any FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will receive a full refund of fees paid for that Subject except for NFHE Offshore students who will have their Subject fees put in fees in credit.
 - (ii) Will have a WNF grade recorded for that Subject on the academic transcript (but this will not impact their GPA calculation), and
 - (iii) Will need to re-enrol in the Subject.
 - (c) after the Census Date for that Subject:
 - (i) Will incur FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will forfeit fees paid for that Subject.
 - (ii) Will have a WF grade recorded for that Subject on the academic transcript (which affects their GPA as equivalent to a fail), and
 - (iii) Will need to re-enrol in the Subject.
- 1.2 Students who wish to withdraw from a Subject for medical/compassionate reasons will need to submit appropriate evidence to Student Support prior to the end date of the Subject for AIB to review. No fees are payable for this review.
- (a) If the request is approved:

- (i) they will be allowed one re-enrolment in the Subject at no cost on medical or compassionate grounds; and
 - (ii) they will receive an MC grade for their original enrolment (which does not affect their GPA); and
 - (iii) will need to complete the Subject for which a medical/compassionate grade was provided within 12 months of start of the original Subject; and
 - (iv) if they do not undertake as scheduled, or within the timeframe in section 1.2(a)(iii) above or if they fail the re-enrolled Subject, any subsequent re-enrolment in the Subject will be at their own cost.
- (b) if the request is declined, students can:
- (i) continue with the Subject; or
 - (ii) request to withdraw from the Subject as per section 1.1 above or section 1.3 below.

1.3 Students who wish to withdraw from a Subject and receive a refund due to Special Circumstances:

- (a) should refer to the [Student Review Procedures for Re-Crediting a Fee Help Balance and Refund of Fees](#); this procedure only applies to Domestic students.
- (b) International Students should refer to the [Student Refund Policy and Procedure](#).

1.4 Students who do not withdraw but do not submit any assessment items for a Subject:

- (a) Will incur their FEE HELP debt for that Subject (if the Course fees are payable by FEE HELP) or will forfeit their fees paid for that Subject.
- (b) Will need to re-enrol in the Subject at the next available opportunity, and
- (c) A DNS grade will appear in their academic transcript for this Subject (which affects the GPA as equivalent to a fail).

1.5 Following a student's withdrawal from a Subject, AIB will not enrol the student in any further Subjects unless the student has provided written permission (which must be granted after the withdrawal). Existing enrolments in other Subjects will be confirmed at the time of withdrawal from the Subject that the student is withdrawing from.

2. Changing Subjects

2.1 Students are entitled to change their Subject enrolments but should note the implications regarding fees and grades as detailed in section 1 above.

2.2 Students seeking to graduate with a specialisation must complete the Subjects specified for that specialisation within their registration period or else will be required to apply for an extension of registration in accordance with the [Academic Progress Policy](#).

3. Change of or withdrawal from a Course

3.1 Students who wish to withdraw from a Course should contact AIB for support and may first need to withdraw from Subjects (refer to section 1 above).

3.2 Students who wish to change their specialisation or Course should contact Student Support who will guide the student through the relevant application process.

3.3 AIB may at its own discretion withdraw a student from a Subject or a Course:

- (a) If a student is not showing sufficient progress in the Subject or a Course, and has not responded to AIB's contact or support.
- (b) Where there are concerns for the wellbeing of a student, or
- (c) Where a serious breach of the [Student Code of Conduct](#) and/or [Academic Integrity Procedure](#) has been evidenced.

- 3.4 All withdrawals whether instigated by a student or AIB, which includes incidents advised in section 3.3, will be confirmed in writing accordingly.
- 3.5 Students who withdraw or have been withdrawn from an AIB Course must reapply for admission to AIB studies, including if the same Course, in accordance with the [Admission Policy and Procedure](#).

4. Deferral

4.1 Deferral of offer

AIB does not provide a formal deferral of offer. However, applicants who are issued with an AIB Letter of Offer have 12 months to accept their offer, after which time the offer expires and after this period, students may re-apply in accordance with the [Admission Policy and Procedure](#) if they wish to do so.

4.2 Deferral of Course

Whilst AIB does not provide a formal deferral of Course, students wishing to take a break or leave of absence from their studies are advised to contact AIB who will:

- (a) verify the period of the intended break;
- (b) identify and discuss with the student if withdrawal from a Subject(s) is required and/or recommended;
- (c) advise students where key dates fall, such as Administrative Dates, Census Dates and/or Subject start dates and remind students of any administrative, financial or academic considerations; and
- (d) confirm with the student a timeframe when AIB will contact the student again to assist with re-commencement of studies.

In taking a break or leave of absence from studies, AIB does not automatically extend the Course registration period. However, students are able to apply for additional time to complete Course requirements in accordance with the [Academic Progress Policy](#).

Related Forms:

Nil

Responsibility:

Academic Dean

Current Status:	Version 1
Approved By:	Academic Board
Effective From:	23 May 2020
Date of Approval:	12 May 2020
Previous Versions:	12 April 2019 <i>Withdrawal and Deferral Policy and Procedure V4.1</i>
Date of Next Review:	12 May 2023