

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:

- (a) AIB will be explicit and transparent about the process of and requirements for withdrawal and deferral for students.
- (b) 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 2015 (Threshold Standards)*.
- (c) The withdrawal and deferral procedure will apply to both Subjects and Courses of study.
- (d) The policy will be publicly accessible for prospective and current students via the AIB website.
- (e) Reasonable timeframes for withdrawal will be applied to allow students to make informed decisions to withdraw from Subjects and/or Courses.
- (f) The procedure will be exercised in a fair and equitable manner.
- (g) AIB may determine to withdraw, defer, suspend or expel a student from a Subject or Course in alignment with relevant AIB policies and procedures including:
 - (i) withdraw or defer a student where there are welfare concerns for the student and in alignment with the Student Support Procedures, or
 - (ii) withdraw or defer a student due to poor academic progression in alignment with the Academic Progress Policy, or
 - (iii) suspend or expel a student from a Course as action taken in alignment with the AIB Academic Progress Policy, Academic Integrity Procedure and/or the Student Code of Conduct Procedures.
- (h) Students who return to studies after a period of deferment or who apply to re-enrol in a Course after having initially withdrawn will be bound to Course requirements, terms and conditions, AIB policies and procedures and any regulatory requirements as in place at the time of return from deferment or at the time of application to re-enrol in a Course of study.

Related Policies and Procedures:

Academic Progress Policy and Procedure
Academic Integrity Policy and Procedure
Accredited Courses Withdrawal and Deferral Procedure
Admission Policy and Procedure
Assessment Policy and Procedure
Higher Degrees by Research Policy and Procedure
Masterclass Refund and Withdrawal Policy and Procedure
Student Code of Conduct and Procedure
Student Refund Policy and Procedures
Student Review Procedures for Re-Crediting a FEE-HELP Balance and Refund of Fees
Student Support Policy and Procedure

Legislative References:

Higher Education Standards Framework 2015 (Threshold Standards)
Higher Education Support Act 2003 (HESA Act)
Student Identifiers Act 2014

Responsibility:

Academic Dean

Current Status:	Version 5.2
Approved By:	Academic Board
Effective From:	10 November 2020
Date of Approval:	10 November 2020
Previous Versions:	12 May 2020 12 April 2019 (superseded <i>Withdrawal and Deferral Policy and Procedure</i>) 27 February 2018 25 October 2017 26 April 2017 16 December 2016
Date of Next Review:	12 May 2023