

ADMINISTRATIVE WITHDRAWAL POLICY

Date Approved:	4 January 2023
Date Effective:	4 January 2023
Policy Category:	Student
Policy Owner:	National Manager – Student Support

1. Context, Purpose & Key Principles

SEDA expects students enrolled in Vocational Education and Training (VET) sector programs to actively engage in all ways in their courses of study, defined as attending all training/learning events including classes, coaching/practical sessions, assignments, assessments, quizzes etc., for each enrolled course/area of study.

The Administrative Withdrawal Policy has been designed to assist students in establishing good training and learning engagement and attendance habits and to maintain professional and industry currency in their studies. Failure to routinely attend classes, complete assignments and assessment pieces will place the student at risk of being administratively withdrawn from any or all courses of study.

The policy will be applied appropriately, encouraging students to be accountable for suitable attitudes and actions demonstrating a seriousness and commitment to academic engagements, learning and training delivery.

2. Scope

- Student Services/Student Records
- All VET (Diploma) students

3. Policy Principles

A student may be administratively withdrawn from SEDA for failure to make satisfactory academic / assessment progress, non-attendance of any training activities.

This applies to students who have enrolled within their first teaching period at SEDA and have not attended classes or submitted any assessments before the first census date with no contact or Special Circumstances/Consideration being applied for. Administrative withdrawal will also occur routinely for those students who have not attended and been inactive for a period of twelve months.

The General Manager, has the authority to administratively withdraw a student from a single course and/or multiple areas of study/ units of competency, and to revoke that student's enrolment at any time due to failure to remain an actively enrolled student.

Document Name:	Administrative Withdrawal Policy		
Document Owner:	National Manager – Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 1 of 3</i>



In addition to this, the General Manager(or delegate), may take guidance from the National Manager Student Support and National Training Manager regarding administrative withdrawal after each teaching period to comply with training requirements including, but not limited to:

- Non-attendance of required classes within the first teaching period of an enrolled course up to census date
- Non-attendance of required classes and non-submission of assessments and inactivity following a period for twelve months without prior written approval from the National Manager, Student Support or an approved Deferral in place.
- Demonstrating unsatisfactory academic, training and course engagement in the and/or having missed an excessive amount of scheduled classes, training delivery, etc. that would not allow for assessment of competency.
- Having failed to complete sufficient opportunities such as coaching clinics, observations, assignments, assessment tools, etc. to demonstrate effectively that meaningful training and achievement of competencies and learning outcomes has been achieved and been sustained over time, in accordance with the course's unit of competency.
- Showing no record of training or learning engagement by completion of course work with achieved competency in any assessment format for twelve months.
- Non-engagement in any form for twelve months including no contact with Student Services or Trainers & Assessors.

Administrative Withdrawal does not relieve the student of the responsibility for any outstanding fees after 12 months of inactivity that have been accrued in the absence of a formal withdrawal procedure (including tuition, resources fee and other incidental charges) for the full teaching period of enrolment. Students who have not attended or participated in any activity within their first enrolled teaching period and who do not respond to attempts at contact up to census date will be administratively drawn without financial penalty for tuition fees, however Administration and Miscellaneous fees are non -refundable – Refer to the **Fees Policy**.

Students who do not fulfill their obligations through maintaining appropriate training engagement and financial obligations, risk being administratively withdrawn from any or all courses of study in which this failure to engage occurs.

Withdrawals will not occur without a warning and due notice to students. Students who are administratively withdrawn from any courses:

- Are responsible for all debts and other charges related with the course or units of study.
- Are not eligible for a tuition refund for the course or areas of study after 12 months.
- Are recorded as 'Administratively Withdrawn, 'on their Student Record

If senior trainers, departmental heads or other training staff have reason to inquire about specific cases of administrative withdrawal, they may inquire to the National Manager, Student Support.

In certain cases, the student's right to confidentiality may not permit full disclosure of the circumstances.

Document Name:	Administrative Withdrawal Policy		
Document Owner:	National Manager – Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 2 of 3</i>



4. Definitions

Student/Learner is an individual person who is formally enrolled to study SEDA. The individual person is that who appears on SEDA's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID

Document Name:	Administrative Withdrawal Policy		
Document Owner:	National Manager – Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 3 of 3</i>