

## Student Administration Procedure

### Student Withdrawal Policy & Procedure

1. <b>Procedure Statement</b>	SAE Institute Pty Ltd trading as SAE upholds the principle that all students seeking to withdraw from a program of study are clearly informed of the steps required . SAE has open, fair and transparent procedures that are based on clearly defined criteria for making decisions.
2. <b>Purpose</b>	The purpose of the Student Withdrawal procedure is to outline the steps in withdrawing from a program of study.
3. <b>Scope</b>	This process applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with SAE into any program.
4. <b>Associated Policies and Procedures</b>	This policy should be read in conjunction with the following policies and procedures: <ul style="list-style-type: none"> <li>• Tuition Fees and Refund Policy</li> <li>• Student Progression Policy</li> <li>• Credit Transfer &amp; RPL</li> <li>• Student Grievance, Complaints and Appeals Policy and Procedure</li> </ul>
5. <b>Associated Documents</b>	This policy should be read in conjunction with the following documentation: <ul style="list-style-type: none"> <li>• SAE Student Handbook</li> <li>• Cessation of Studies Form</li> <li>• SAE Academic Calendar</li> <li>• SAE Fee Schedule</li> </ul>
6. <b>Procedure</b>	<p><b>6.1 Census Dates</b> Census dates are published on the SAE website in both the Fee Schedule and the Academic Calendar.</p> <p><b>6.2 Cessation of Studies, an overview</b> The process of withdrawing from SAE and a program of study is referred to as cessation of studies. All students wishing to withdraw from a program and cease their studies must follow the steps outlined in this procedure;</p> <p><b>For all current students who withdraw on, or <u>before</u> the published census date of the study period;</b></p> <ol style="list-style-type: none"> <li>1. Students should contact their campus's Student Services to inform them of their intention to cease studies. Discussing the reasons for withdrawal with an SAE representative is strongly encouraged to give students the best possible advice.</li> <li>2. Students must complete a "Cessation of Studies" form which will be provided to them after contacting Student Services. This form must be completed and signed before being processed. <u>Note that no other alternative will be accepted to cease a students studies The withdrawal / cessation will be effective from the date a complete form is received by local student services.</u></li> <li>3. A member of Student Services will withdraw a student from study when the completed form is returned.</li> <li>4. Either during or after the completion of a cessation of studies, SAE may perform an optional exit interview. All students are strongly encouraged to participate in an exit interview so that they can be provided all relevant information.</li> <li>5. The student transcript will reflect no module registrations for the study period in which they withdrew before census.</li> <li>6. Transcripts will only be issued were a student withdraws in good financial standing, has no open cases of misconduct and has returned all SAE resources.</li> </ol>

**For current students who withdraw after a published census date**

1. Students should contact their campus's Student Services to inform them of their intention to cease studies. Discussing the reasons for withdrawal with an SAE representative is strongly encouraged to give students the best possible advice.
2. Students must complete a "Cessation of Studies" form which will be provided to them after contacting Student Services. This form must be completed and signed before being processed. Note that no other alternative will be accepted to cease a students studies The withdrawal / cessation will be effective from the date a complete form is received by local student services.
3. A member of Student Services will withdraw a student from study when the completed form is returned. If a student withdraws after a published census date, without approved, mitigating circumstances then they will be liable for all tuition fees for modules studied in the current study period.
  - a. Any cases of mitigating circumstances will be reviewed by the Campus Manager and SAE Finance. Students will be notified of the outcome of this decision via writing. Students may appeal a decision of SAE by following the steps outlined in the Student Grievance, Complaints and Appeals Policy and Procedure.
4. Either during or after the completion of a cessation of studies, SAE may perform an optional exit interview. All students are strongly encouraged to participate in an exit interview so that they can be provided all relevant information. This also acts as a mechanism for students to discuss any matters which may be considered mitigating circumstances.
5. At the end of the teaching period, the students results for the trimester will be finalized by the Examiners Committee. Depending on the date the student withdraws and the circumstances under which a student withdraws, the Examiners Committee at their discretion may elect to award a result for current modules. A result of "WK" (withdrawn without academic penalty) or WF (withdrawn with academic penalty) will be awarded.
6. Upon completion of the Examiners Committee, withdrawn students will be issued a transcript of their studies.
7. Transcripts will only be issued were a student withdraws in good financial standing, has no open cases of misconduct and has returned all SAE resources.

**7. Records**

29<sup>th</sup> of December 2015. Procedure developed based on the existing Student Handbook by L.McMillan. Approval (Draft)

26<sup>th</sup> of March 2019. Procedure reviewed. Approved, L.McMillan