

Withdrawing Enrolment from the School

Purpose and Scope

This policy is to assist students with the process of withdrawing from the School and in association the Course they are enrolled in.

1. Notice of Withdrawal

Students in Levels 4

A full term's notice must be given for students in Levels 4 if a student is withdrawing from the School. This also applies for all boarders irrespective of their level.

Students in Levels 5 – 8

Students are governed by the advertised Census Date at which time, once passed, no refund of fees is applicable for the period in which the student withdraws. (Overseas students please refer to refund policy supplied with letter of offer).

Table 1:

Term	Census Date
1	13 February 2023
2	8 May 2023
3	25 July 2023
4	16 October 2023

- a. Students who withdraw from a qualification/course prior to the Census date noted in table 1 will not incur a fee for that period.
- b. Students who withdraw from the qualification/course after the Census Date noted in table 1, will incur tuition fees for the term in its entirety. Please refer to the Schedule of fees, emailed to parents of new and returning students in Term 4 of the previous year relevant to the student's course.

Students who withdraw from a qualification prior to completing the course will be given recognition for any units satisfactorily completed up to the date of withdrawal, provided all administration is completed, handed in and all course fees due are paid up until the date of withdrawal.

Students who withdraw without following the correct process will be liable to pay FULL course fees.

2. Cancellation of Enrolment

Outstanding fees may result in cancelation of enrolment, as per the to the Fee Policy located in the Student Handbook

Code of Conduct

Cancellation of enrolment will be instigated when in breach of the Code of Conduct Policy, please refer to the Code of Conduct Policy and also the Student Handbook