DEFERRAL OR WITHDRAWAL

Purpose

AMPA recognises that a student may need to request to defer or withdraw from their course of study at any time during the trimester. Each request must be made using the appropriate form, and submitted to administration. An academic and financial penalty may apply depending on the time the request is submitted.

Policy

A student may request to defer or withdraw from their course of study at any time during the trimester.

- AMPA will provide overseas students with information that the deferral or cancellation of their enrolment may affect their student visa, and they should refer to the Department of Immigration and Citizenship (DIAC) website for further information. Any deferral or cancellation of the enrolment of an overseas student will be reported through the Provider Registration and International Student Management System (PRISMS).
- A student under the age of 18 will require a letter from a parent or legal guardian supporting the decision to defer or withdraw.
- Academic and financial penalties will apply depending on the timing of the application. Financial penalties are outlined in the AMPA Refund of Tuition Fees for Overseas Students, and the FEE-HELP Review and Remittance Policies.

Deferral of Enrolment

Where a new student wishes to defer prior to course commencement they need to notify AMPA in writing and are required to state the reasons for their deferral. Subject to approval, AMPA will hold all fees paid and credit the following trimester. If the student subsequently withdraws, The Refund Policy will apply from the date AMPA received the request to defer.

Overseas student applications for deferral will be considered on the following grounds:

1) A delay in the student receiving their visa
2) Compassionate or compelling circumstances beyond the student’s control, including:
   - unexpected severe illness or death of a family member
   - the student has been involved in legal proceedings where the timing is beyond their control
   - the student has been caught up in a natural disaster, political uprising or other similar event
   - the student has an accident or contracts a serious illness after arriving in Australia
   - the student is pregnant

Policy Details

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