

<b>POLICY: Withdrawal Policy</b>	
<b>Objective</b>	The aim of this policy is to provide a clear process for students to withdraw from their studies.
<b>Policy Name</b>	<b>Withdrawal Policy</b>
<b>Policy No</b>	<b>STU06A</b>
<b>Associated Policies and Procedures</b>	FIN03A_SDS_Refund Policy FIN03A_IDO_Refund Policy INT03A_CRICOS Refund Policy LERN10A_Issuing Certification Policy
<b>Associated Documentation</b>	SDS Notification of Withdrawal Form IDO Notification of Withdrawal Form
<b>Standard</b>	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 2, Division 1: 2.1
<b>Authorised by</b>	Nicole Watts
<b>Date and Version</b>	V1 13/08/2008 V2 16/07/2018 V3 11/02/2019 V4 02/09/2025

Withdrawal from a course is available to all students who are unable to continue with their studies.

Students must submit a Notification of Withdrawal Form from the Student Hub on the eCampus which is submitted directly to the administration team. If the student has not accessed the eCampus, they should withdraw by emailing registrar@sydneydesignschool.com.au (Sydney Design School) or registrar@interiordesignonline.edu.au (Interior Design Online).

Students will be advised via email of the outcome of their application within 3 business days.

Applications must include the reason the student wishes to withdraw and a statement from the student in support of their application. Reasons may include:

- A physical or psychological illness;
- Personal or family circumstances, including a death or illness of a close relative;
- A change of employment conditions; or
- The course or unit of study is not what was expected, and the student no longer wishes to obtain the qualification commenced.

Access to the eCampus will cease upon withdrawal.

If any competencies have been achieved during the student's studies, a Statement of Attainment will be issued in accordance with the Issuing Certification Policy.

Should a student later wish to re-enrol into a previously unfinished unit of study or short course, this will be offered with a 50% discount on the unit/short course fee applicable at that time. Any subsequent new enrolment will incur current course fees applicable at that time.

### **Fees Payable and Refunds**

A refund of fees paid may be applicable as per the relevant Refund Policy.

Fees for units of study or the course enrolled may remain payable as per the relevant Refund Policy.