

<b>WITHDRAWAL POLICY</b>			
<b>Policy Name</b>	<b>Withdrawal Policy</b>		
<b>Policy No</b>	<b>IDO004</b>		
<b>Version Number</b>	V2	<b>Effective Date</b>	01/01/2023
<b>Authorised by</b>	Nicole Watts		
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>Refund Policy IDO005</li> </ul>		
<b>Associated Procedures</b>	<ul style="list-style-type: none"> <li>Withdrawal Procedure</li> <li>Withdrawal Checklist</li> </ul>		
<b>Associated Documentation</b>	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>eCampus Course Induction</li> <li>eCampus Notification of Withdrawal Form</li> <li>Website Student Support Page</li> </ul>		
<p><b>Reasons for withdrawal</b></p> <p>Applications for withdrawal must be submitted to the IDO administration team and must include the reason why the student wishes to withdraw.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>A physical or psychological illness</li> <li>Personal or family circumstances, including a death or illness of a close relative</li> <li>A change of employment conditions; or</li> <li>The course or unit of study is not what was expected, and the student no longer wishes to obtain the qualification commenced</li> </ul> <p>Withdrawal requests not listed above will be considered by the IDO Education Manager. You will be required to provide a statement in support of your application.</p> <p><b>Withdrawing from a course</b></p> <p>Interior Design Online has a procedure for withdrawing from a course. The Notification of Withdrawal form can be found in the Student Hub on the eCampus. Students must complete and submit the online form which will be sent to the IDO administration team for processing.</p> <p>For the applicable refund related to your course please refer to the Refund Policy.</p>			

<b>Version Control Summary</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Details</b>
V2	01/01/2023	Nicole Watts	Updated