

WITHDRAWAL POLICY			
Policy Name	Withdrawal Policy		
Policy No	IDO004		
Version Number	V3	Effective Date	01/06/2025
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"><li>Refund Policy IDO005</li></ul>		
Associated Procedures	<ul style="list-style-type: none"><li>Withdrawal Procedure</li><li>Withdrawal Checklist</li></ul>		
Associated Documentation	<ul style="list-style-type: none"><li>Student Handbook</li><li>eCampus Course Introduction</li><li>eCampus Notification of Withdrawal Form and Information Page</li><li>Website Student Support Page</li></ul>		

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 found on the IDO Student Hub on the eCampus. Forms are submitted directly to the IDO administration team and students will receive an email advising the outcome of their application within 3 business days. If a student has not activated their enrolment login into the eCampus when they choose to withdraw, the student can email [registrar@interiordesignonline.edu.au](mailto:registrar@interiordesignonline.edu.au) instead of submitting the Notification of Withdrawal Form. Applications must include the reason the student wishes to withdraw and a statement from the student in support of their application.

These 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.

A refund may be applicable as per the Refund Policy.

If any competencies have been achieved during the student's studies, a "Statement of Attainment" will be issued. 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.

Version Control Summary			
Version	Date	Author	Details

V2	01/01/2023	Nicole Watts	Updated
V3	01/06/2025	Nicole Watts	Updated