

## STUDENT WITHDRAWAL PROCEDURE

### Terminology

For the purpose of this procedure, withdraw and cancel enrolment are one and the same.

### Procedure

Students who decide to cancel or withdraw from their study are required to notify Contour College (Contour) in writing using the *Student Withdrawal Form* on the [Contour website](http://www.contourcollege.com.au) (www.contourcollege.com.au).

Students who wish to withdraw from their course are encouraged to discuss all options with Contour's Operations Manager by:

- Visiting Contour College
- Calling (02) 4353 0815
- Emailing [rhartley@statewidebt.com.au](mailto:rhartley@statewidebt.com.au)

Contour regularly reviews the progress of students through their course of study.

Students who have not demonstrated participation and/or attendance in their study at the commencement of their course and/or on a regular basis will be contacted to discuss their options including deferring or withdrawing from their studies. (See *Defer, Suspend or Cancel Student Enrolment Procedure*).

### How to withdraw from your course

Any student wishing to withdraw from their studies must provide a completed *Student Withdrawal Form* to Contour. The *Student Withdrawal Form* is available on [Contour's website](http://www.contourcollege.com.au) (www.contourcollege.com.au) or by requesting one from Student Support.

### Not participating/engaging in your studies

To maintain their enrolment, students need to participate and engage in assessments and studies on a regular basis and where they do not, they will be contacted to determine if they are continuing or withdrawing from their studies.

If the student does not respond to the attempts to contact them, action will be taken to withdraw the student from study.

### Recommencement of studies

Students will be assisted to recommence their studies should they wish to do so. Students can undergo the Student Enrolment process to re-enrol in their course and may be eligible to receive Recognition of Prior Learning (RPL) for previously incomplete units.

The student will need to provide a written request to Contour to re-enrol in their course.

Note: A Statement of Attainment will be issued for any units completed prior to the students withdrawal.