

Withdrawn Students Who Return to Griffith College Policy

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Document

Document Name	Withdrawn Students Who Return to Griffith College Policy
Brief Description	This Policy covers circumstances in which a student enrolls in a Griffith College program, withdraws and returns to a Griffith College program of study within 2 Trimesters.
Responsibility	Director, Finance and Business Systems
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
12/06/2012	5	Policy changes prior to December 2019 are found on H drive.	Director, Finance and Business Systems

Related Documents

Name	Location
Refund Policy	Policy HUB
Census Date Policy	Policy HUB

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1 Purpose and Scope

1.1 Introduction

This Withdrawn Students Who Return to Griffith College Policy sets out the approach of Griffith College relating to the management of students who have withdrawn from Griffith College and return to the College to study within 2 Trimesters.

1.2 Purpose

The purpose of this Policy is to cover a circumstance in which a student enrolls in a Griffith College program, withdraws and returns to a Griffith College program of study within 2 Trimesters.

1.3 Scope

This policy relates to cancellation charges outlined in the Griffith College [Refund Policy](#).

2 Policy Statement

2.1 Withdrawal before census date in a Trimester

A student who has:

- enrolled in a Griffith College program of study;
- withdrawn prior to the [Census Date](#);
- been charged a cancellation fee for that Trimester in accordance with Griffith College's Refund Policy for that withdrawal; and
- sought and gained re-admission to a Griffith College program;

is eligible for 100% of the previously paid Cancellation Fee applied in the Trimester of withdrawal to be credited against their tuition fees in the Trimester of re-admission, provided:

- the Trimester in which the student is re-admitted is no more than 2 Trimesters after that in which they withdrew;
- the total applicable Cancellation Fee was paid at the time of withdrawal.

2.2 Withdrawal after Census Date in a Trimester

A student who has withdrawn from a Griffith College program after the [Census Date](#), in any Trimester, is not eligible for any crediting of cancellation fees for that Trimester.

2.3 Withdrawal at the end of a Trimester

A student who has

- enrolled in a Griffith College program of study;
- withdrawn at the end of a Trimester; and
- been charged a cancellation fee for the future Trimester in accordance with Griffith College's Refund Policy for that withdrawal; and
- sought and gained re-admission to a Griffith College program;

will be eligible for 100% of the previously paid Cancellation Fee applied for the future Trimester of withdrawal to be credited against their tuition fees in the Trimester of re-admission, provided:

- the Trimester in which the student is re-admitted is no more than 2 Trimesters after that in which they withdrew;
- the total applicable Cancellation Fee was paid at the time of withdrawal.