



DEFERRING OR WITHDRAWING FROM SUBJECTS OR COURSES

Before deferring study or withdrawing from a Course of Study or individual modules students should be aware of the implications of withdrawing prior to completion. There are academic implications and secondly there are financial implications to the student.

DEFERRING OR WITHDRAWING FROM A COURSE OF STUDY

DEFERRING AN OFFER OF ENROLMENT

Students may ordinarily defer the offer of enrolment of up to one academic year and, if compelling circumstances apply, the Faculty Executive may grant deferral of up to two academic years.

LEAVE OF ABSENCE FROM A COURSE OF STUDY

Tabor College NSW will permit students leave of absence for compelling reasons of up to the time equivalent of one academic year for the duration of their programs. Extensions to approved leave are not usually granted unless applicant students can show that special circumstances apply.

Students who fail to return from after their approved period of leave will be deemed to have withdrawn from their course of study and will have their enrolments terminated. However they may re-apply for admission and they may have any previously completed modules credited provided these were completed within the previous five years.

There is no fee to apply to defer or withdraw from a Course of Study nor to apply for re-admission. If, however the student wishing to defer or withdraw from a Course of Study is currently enrolled in individual modules or subjects, the student must first withdraw from these modules or subjects. There may be financial implications in withdrawing from subjects in which the student is currently enrolled (see below).

WITHDRAWING FROM MODULES

To withdraw from a module/s or a course of study, or to change to different modules or course of study, students must complete a Change of Enrolment Form and return to the Registrar. The Change of Enrolment Form may be found on the Useful Forms page on this website.

ACADEMIC IMPLICATIONS OF WITHDRAWING FROM MODULES

The following table shows how a withdrawal from a module/s is recorded on the Student's Academic Record:

CATEGORY	ACADEMIC RECORD
One Semester Modules	
Enrols, pays but does not commence.	Entry erased
Enrols but withdraws in weeks 1-10 of a module and advises Registrar by filling out a Change of Enrolment Form.	WN
Enrols but withdraws in weeks 11-14 of a module and advises Registrar by filling out a Change of Enrolment Form.	WF
One-Term Modules	
Enrols but withdraws in weeks 1-5 of a module and advises Registrar by filling out a Change of Enrolment Form.	WN
Enrols but withdraws in weeks 6-7 of a module and advises Registrar by filling out a Change of Enrolment Form.	WF
Two Semester Modules	
Enrols but withdraws during semester 1 or in weeks 1-6 of the second semester of a module and advises Registrar by filling out a Change of Enrolment Form.	WN



DEFERRING OR WITHDRAWAL FROM SUBJECTS OR COURSES

Enrols but withdraws in weeks 7-14 of the second semester and advises Registrar by filling out a Change of Enrolment Form.	WF
<p>Notes:</p> <ol style="list-style-type: none">1. Notations: WN = Withdrawn not fail; WF= Withdrawn fail.2. Withdrawal from a module shall apply from the date the Change of Enrolment Form is received by the Registrar. A student shall be deemed to be enrolled in a module until this advice is received by the Registrar. If a student withdraws but fails to advise the Registrar using the Change of Enrolment Form at the time, the entry on the student's academic record and the refund arrangements that apply will be those that apply at the time the Change of Enrolment Form is received by the Registrar.	

FINANCIAL IMPLICATIONS OF WITHDRAWING FROM MODULES

The Change of Enrolment for includes other specific information including the Policy on Refunds / Re-Crediting of Fees which outlines the College's financial policy pertaining to withdrawals.