



AVID COLLEGE
GATEWAY TO  LIFELONG LEARNING

WITHDRAWAL AND DEFERRAL POLICY

Policies can be established or altered only by the Academic Board
Procedures may be altered by the Rector

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AC/P17/QAD/21/WRP-02

AVID COLLEGE, 2021

Name Withdrawal and Deferral Policy		Policy No. AC/P17/QAD/21/WRP-02	Version: 1
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This document has been permitted to proceed on (DD/MM/YEAR)

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Dr. Suneena Rasheed

Rector



Withdrawal and Deferral Policy

Approved Date: May 23, 2021

1. STATEMENT

There may occasionally be situations that prevent students from being enrolled as Avid College students for the balance of a particular semester. Students must start the withdrawal process in order to formally terminate their college enrolment if this happens after the first day of the semester or at any other time before few weeks remain for the semester to end. This is a collaborative process that calls for student accountability, collaboration between student support services and faculties, and corporative affairs. Through the Withdrawal and Deferral Policy (henceforth WRP), it is expected to inform students and staff of Avid College policies and processes pertinent to program withdrawals and deferrals.

2. SCOPE

This policy and procedure applies to all enrolled students, as well as all staff involved either directly or indirectly with administering requests for program withdrawals and deferrals requests.

3. DEFINITIONS

- 3.1. Appeal:** The review of a decision made by Avid College under this policy.
- 3.2. Program:** A programme of study leading to a formal Avid College qualification.
- 3.3. Program Fee:** all program fees applicable; and all optional fees or charges.
- 3.4. Credit:** The positive balance of a student account, being a balance greater than zero, as a result of an over-payment of fees to Avid College.
- 3.5. Evidence:** This varies regarding the specific circumstances, but could include: official or workplace documents; relevant travel documents; relevant media reports relating to a natural disaster impacting on a student's area of residence; a relevant medical, death or birth certificate; a police incident report; a social worker's report; and/or a psychologist's report.



3.6. Principle Program: The final program providing the highest qualification in a student's sequenced package of programs.

3.7. Refund: A payment of fees or charges which is reimbursed to the payee.

3.8. SMS: Student Management System

3.9. Student: Any person who is enrolled in any course or program offer at Avid College.

3.10. Compassionate and compelling circumstances: Situations which are generally beyond the control of the student and which have an adverse impact on the student's capacity and/or ability to commence their course or to satisfactorily progress in their course.

4. PRINCIPLES

The WRP is guided by the principles of access, equity, fairness and timeliness. Avid College is committed to:

4.1. Offer students the opportunity to completely withdraw from a course or defer studies for a reasonable time for reasonable reasons

4.2. Ensure students that request to withdrawal or deferral from a course are not victimised or discriminated against

4.3. Consider course withdrawal and deferral requests in a consistent, transparent, objective and unbiased manner making details of the procedure publicly available

4.4. Inform students of the policy pre-enrolment and advising students to read it at the commencement of a course

4.5. Provide reasons and full explanation in writing for decisions and actions taken as part of the procedures keeping appropriate records of withdrawal and referral requests, including brief written outcome, within student files and allowing students access to their records by ensuring that such records are treated as confidential

4.6. Review the Withdrawals and Deferrals process regularly.



5. WITHDRAWAL PROCEDURE

5.1. At any time following enrolment in a course and prior to the designated course end date, students may apply to withdraw from a course by completing the on-line *Withdrawal Request Form*. Any student that withdraws from a course may remain liable for the full course tuition fees, subject to the *Compensation and Reimbursement Policy*.

5.2. Students who withdraw from a course prior to completing the qualification will be given recognition for any units satisfactorily completed up to the date of withdrawal, provided all fees due up until this date have been paid in full.

6. DEFERRAL PROCEDURE

6.1. Students can submit a request to defer their studies on the basis of valid medical or personal reasons. This means leaving the course and returning at a later date, normally the start of the next academic year/semester. Deferrals must be approved by the Registrar.

6.2. Deferrals will be granted for a maximum period of 18 months for Undergraduate students and 12 months for Postgraduate students. Students deciding to apply for a deferral should discuss the request with the Faculty Dean and complete the on-line *Deferral Request Form*. Any student that defers from a course may remain liable for the Registration and tuition fees, subject to the *Compensation and Reimbursement Policy*.

6.3. Where a student is not able to recommence studies within that time period, his/her enrolment will be cancelled by the College. Students can then contact the College to request re-enrolment after that time. Additional Fees may apply for re-enrolment.



7. GENERAL PROCEDURE

7.1. Students submit their formal withdrawal or deferral request using the on-line application forms available at www.avidcollege.edu.mv

7.2. It is essential that students provide:

7.2.1. a detailed explanation of why they intend to withdraw or defer from the enrolled program

7.2.2. any documentary evidence to support this request e.g. medical certificate, travel documents etc.

7.3. The Registrar evaluates the:

7.3.1. content of the information supplied by the student in the application including any attached evidence

7.3.2. any relevant information contained within the student records (such as the programme commencement date which is required for calculating the number of days since the enrolment)

7.4. The Registrar further investigates the matter by consultation with the Faculty Dean/Course Coordinator to determine whether there are any extenuating circumstances that need to be considered.

7.5. The Registrar will contact the student if any part of the matter requires further clarification.

7.6. The Registrar will decide in-line with this policy no later than 10 days from the date the original student on-line application, with the required documentation, was received and update the student record in the SMS and provide formal written notification to the student of the outcome.

7.7. Refund of programme fees will be executed as per the Compensation and Reimbursement Policy (no: AC/P50/QAD/22/CRP-01)

7.8. Where outstanding fees are payable by you, the Finance staff will arrange for a final invoice to be issued to you as per the Compensation and Reimbursement Policy (no: AC/P50/QAD/22/CRP-01)

7.9. If students are satisfied with the outcome of your application, students are entitled to appeal by completing the on-line Student Appeal Form (available on the website).



8. REVIEW PROCEDURE

- a. This policy will be reviewed every TWO years and, if necessary, amended to ensure that it is kept up to date.

- b. The policy will be made available to all staff and students at induction, on the College website and to other interested parties on request.

9. REVISION HISTORY AND RESPONSIBLE PEOPLE

<i>Revision No</i>	<i>Revised by</i>	<i>Revised Date</i>	<i>Amendment</i>

