



Compassionate Withdrawals Policy: Education and Counselling

Title: Compassionate Withdrawals Policy: Education and Counselling
Author: Academic Dean
Approved by: Academic Board
Date: December 2014
Review date: December 2017

Policy overview

Morling College recognises that Special Circumstances may impact a student during enrolment in a unit/s of study and that there may be times when these circumstances lead to a request for a *Compassionate Withdrawal*.

Morling College encourages students to effectively communicate their needs and altered circumstances with College staff in a timely manner in order to assist students when making decisions about their academic goals and expected outcomes. While advice may be given, it is ultimately the student's responsibility to manage their enrolment in and completion of units and courses of study within the expected timeframes.

Policy objectives

The objectives of this policy are:

- to define the policy scope; and
- to define guidelines for *Compassionate Withdrawal* applications.

Policy scope

This policy applies to all Education and Counselling students enrolled in a MC course and who wish to apply for a *Compassionate Withdrawal* due to Special Circumstances.

Guidelines for *Compassionate Withdrawals*

1. If a student wishes to withdraw from a unit of study after the Census Date due to "Special Circumstances" they may apply for a *Compassionate Withdrawal*.
2. Special circumstances are defined as those that are:
 - beyond the student's control;
 - do not make their full impact on the student until, on, or after the Census Date; and
 - make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake, the unit.

- i. **Beyond the student's control**
Circumstances will be deemed 'beyond a student's control' if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.
 - ii. **Full impact unknown**
Situations may arise in which the full impact of the circumstances are not known until on or after the Census Date of the unit of study. In these situations, the student's circumstances occur:
 - a. Before the Census Date, but worsen after that day;
 - b. Before the Census Date, but the full effect or magnitude does not become apparent until on or after that day; or
 - c. On or after the Census Date.
 - iii. **Impracticable to complete**
Some special circumstances may occur which would make it impracticable for the student to complete the requirements of the unit of study. These include:
 - a. Medical circumstances;
 - b. Family circumstances;
 - c. Personal circumstances;
 - d. Employment related circumstances; or
 - e. Course of study related circumstances.
3. It is the student's responsibility to submit an *Application for Compassionate Withdrawal*. Failure to do so will result in the usual penalties being applied for failing to fulfil the requirements of the unit.
 4. Applications should be submitted to the Academic Registrar by 30 June for Semester 1 units and 30 November for Semester 2 units. Applications after these dates will be considered on a case-by-case basis and only for extreme circumstances.
 5. Each application will be examined and determined on its merits.
 6. A student's application for *Compassionate Withdrawal* must be supported by documentary evidence that substantiates the claims, such as medical certificates and letters of support.
 7. The Academic Registrar will have the authority to approve a student's application for *Compassionate Withdrawal*, in consultation with the Academic Dean.
 8. In cases where a *Compassionate Withdrawal* has been approved, the student may apply separately for a refund of tuition fees or to have their FEE-HELP balance re-credited for the relevant unit/s of study. See the *Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy*.

Related documents

Special Circumstances Policy

Variation to Enrolment Policy

Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy