



Merage Global Institute of Technology (MGIT)

Withdrawal Policy and Procedure for VET FEE HELP  
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## MGIT Withdrawal for VET FEE HELP Loan Student Policy and Procedure

### Purpose

This withdrawal policy is specifically written for student who are enrolled in VET FEE HELP enabled courses.

For Fee paying students please refer to MGIT Course Extension, Deferral and Termination Policy for Domestic Students.

The aim of this policy to provide information and guidance to student on how to withdraw from their unit of study or course and how MGIT withdraws student from the course.

### Glossary:

**Withdrawn:** this term is used when the student enrolment is withdrawn. The withdrawal can be initiated by MGIT or the student. MGIT will initiate the withdrawal after the first term if the student was found to be not participating despite its numerous communication and intervention or if MGIT is not able to offer the course and has provided other option for the student to consider. Student may request for withdrawal on their own volition in consideration of MGIT policy for withdrawal or cancellation of their enrolled course.

**Non-Participation:** is the term used by MGIT when enrolled student has not attempted to attend their respective classes, did not submit assessments, failed to provide justification for non-participation, failure to respond to any communication sent by MGIT.

**Compassionate or Compelling Reason:** this is a special consideration that MGIT accepts as a justification for student's inability to participate in their enrolled studies (non-participation). Example of this is serious illness or injury, carer's responsibility, death or bereavement of a close family member.

### Scope

- Students who availed VET FEE HELP Loan
- Prospective Students
- MGIT Staff
- Other Stakeholders



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### Policy

1. Student may withdraw from the course on or before the census date. Student must complete, sign and submit the Course Extension, Deferral and Termination form. This form is available in MGIT website, [www.mgit.edu.au](http://www.mgit.edu.au). Once completed and signed, the student can either send it via email at [info@mgit.edu.au](mailto:info@mgit.edu.au), submit personally at our campus or send it by post PO Box 154 Parramatta NSW 2124 Australia, or personally submit in our campus of the same address mentioned above. Student who has withdrawn the course on or before census date will not incur any VET FEE HELP loan.
2. Student who withdrew after the census date will incur tuition fee cost unless the student can present a compelling reason for their withdrawal from the course. Supporting documentation must be submitted in order for MGIT to process the withdrawal request.
3. MGIT will notify student the outcome of the request within 1 week of receiving the completed MGIT Course Extension, Deferral and Termination Form.
4. MGIT will initiate re-crediting for units of studies that was funded via VET FEE HELP Loan or refunded if student has paid some of the fee upfront.

### Procedure

#### Student

1. Student read and understood this policy and must also refer to MGIT Course Extension, Deferral and Termination Policy.
2. Student complete and signed the MGIT Course Extension, Deferral and Termination Form. This form can be access by downloading it from our website, [www.mgit.edu.au](http://www.mgit.edu.au). Supporting documents must be attached if required and relevant to the nature of withdrawal.
3. Student send the completed form by email [info@mgit.edu.au](mailto:info@mgit.edu.au), submit personally at our campus or send by post to post PO Box 154 Parramatta NSW 2124 Australia

#### MGIT Admission Staff

1. MGIT accepts and process the completed withdrawal form
2. Process student refund or re-credit
3. MGIT notify the student of the outcome of the request
4. Update student information in Edupoint