

## WITHDRAWAL AND DEFERRAL POLICY AND PROCEDURE

### Purpose

To ensure that AIB students understand their rights and obligations as well as the process in relation to requesting a withdrawal or deferral of their course or subjects. The principle guiding this policy is that AIB is explicit and transparent about the process of withdrawal and deferral for all students.

### Scope

This policy applies to all AIB students, although International Onshore Students should refer to the Deferring, Suspending or Cancelling International Student's Enrolment Policy and International Onshore Student Refund Policy.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

### Details

#### 1. Withdrawal from one or more subjects

##### 1.1 Online students who

- (a) wish to withdraw from a subject on or before the Administrative Date for that subject:
  - (i) will need to confirm their withdrawal from the subject to the student central department (in writing or verbally which is subsequently confirmed in writing) by the Administrative Date,
  - (ii) will not incur any FEE HELP debt for that subject (if the course fees are payable by FEE HELP) or will receive a full refund of fees paid for that subject except for NFHE overseas students who will have their subject fees put in fees in credit,
  - (iii) no grade will appear in the academic transcript for this subject, and
  - (iv) will need to re-enrol in the subject.
  
- (b) wish to withdraw from a subject after the Administrative Date but on or before the Census Date for that subject:
  - (i) will need to confirm their withdrawal from the subject to the student central department (in writing or verbally which is subsequently confirmed in writing) by the Census Date,
  - (ii) will not incur any FEE HELP debt for that subject (if the course fees are payable by FEE HELP) or will receive a full refund of fees paid for that subject except for NFHE overseas students who will have their subject fees put in fees in credit,
  - (iii) a WNF grade will appear in the academic transcript for this subject (which does not affect their GPA, and
  - (iv) will need to re-enrol in the subject.

- (c) wish to withdraw from a subject after the Census Date for that subject:
  - (i) will need to confirm their withdrawal from the subject to the student central department (in writing or verbally which is subsequently confirmed in writing),
  - (ii) will incur their FEE HELP debt for that subject (if the course fees are payable by FEE HELP) or will forfeit their fees paid for that subject,
  - (iii) a WF grade will appear in the academic transcript for this subject (which affects their GPA as equivalent to a fail), and
  - (iv) will need to re-enrol in the subject.
  
- (d) wish to withdraw from a subject for medical/compassionate reasons:
  - (i) will need to submit appropriate evidence to the student central department within 2 days of the end of subject for AIB to review. No fees are payable for this review,
  - (ii) if approved by AIB, they will be allowed one re-enrolment in the subject at no cost on medical or compassionate grounds,
  - (iii) they will receive an MC grade for their original enrolment (which does not affect their GPA), and
  - (iv) will need to complete the subject for which a medical/compassionate grade was provided within 12 months of start of the original subject
  - (v) if they do not undertake as scheduled, or within the timeframe in section 1.1(d)(iv) above or if they fail the re-enrolled subject, any subsequent re-enrolment in the subject will be at their own cost.
  
- (e) wish to withdraw from a subject and receive a refund due to Special Circumstances:
  - (i) should refer to the Student Review Procedures for Re-Crediting a Fee Help Balance and Refund of Fees policy. This policy only applies to FHE students, and
  - (ii) no grade will appear in the academic transcript.
  
- (f) do not sit the exam or submit the final assessment or project for a subject:
  - (i) will incur their FEE HELP debt for that subject (if the course fees are payable by FEE HELP) or will forfeit their fees paid for that subject,
  - (ii) they need to re-enrol in the subject the next time, and
  - (iii) a DNS grade will appear in their academic transcript for this subject (which affects the GPA as equivalent to a fail).

1.2 Teaching Centre students who:

- (a) wish to withdraw from a subject more than 1 calendar month before the end date for the subject (as noted in timetable/portal):
  - (i) must submit a withdrawal request through the OES website and pay the relevant withdrawal fees by that time,
  - (ii) will have their AIB course fees for the relevant subjects put into fees in credit, and will have to re-enrol in that subject again, and
  - (iii) will have a WNF grade appear in their academic transcript for this subject. (which does not affect the GPA).
  
- (b) wish to withdraw from a subject within 1 calendar month of the end date for the subject (inclusive):
  - (i) must submit a withdrawal request through the OES website (and no fees are payable for such a request),
  - (ii) will forfeit their course fees for that subject and will have to re-enrol in that subject again and pay the relevant re-enrolment fee, and

- (iii) will have a WF grade appear in their academic transcript for this subject (which affects the GPA as equivalent to a fail).
- (c) wish to withdraw from a subject on medical or compassionate grounds:
- (i) must submit their request through the OES website within 2 business days of the end of subject (and no fees are payable for such a request),
  - (ii) and if approved by AIB, will forfeit their course fees for that subject and will have to re-enrol in that subject and pay the relevant re-enrolment fee, and
  - (iii) will have a MC grade appear in their academic transcript for this subject (which does not affect the GPA).
- (d) do not sit the exam or submit the final assessment or project for a subject:
- (i) will forfeit their course fees for that subject and will have to re-enrol in that subject again and pay the relevant re-enrolment fee, and
  - (ii) will have a DNS grade appear in their academic transcript for this subject (which affects the GPA as a fail grade would).

## 2. Changing subjects

Students are entitled to change their subject enrolments but should note the implications regarding fees and grades as detailed in section 1 above. Also, students seeking to graduate with a specialisation must complete the subjects specified for that specialisation.

## 3. Change or withdrawal of a course

- 3.1 Students who wish to withdraw from a course should contact AIB for support and may first need to withdraw from subjects (refer to section 1 above).
- 3.2 Students who wish to change their specialisation or course will need to submit the relevant application documentation to AIB. In the process students may need to withdraw from the course and accordingly should speak to AIB, and if applicable pay fees.
- 3.3 If AIB determines that a student is not showing sufficient progress through a subject, after attempting to contact and/or support the student, AIB may in its discretion withdraw the student from that subject and will inform them accordingly.

## 4. Deferral

### 4.1 Deferral of offer

AIB does not provide a formal deferral of offer. However, applicants who are issued with an AIB letter of offer have 3 months to accept their offer, after which time the offer expires and after this period, students may re-apply if they wish to do so.

### 4.2 Deferral of course

Whilst AIB does not provide a formal deferral of course, students wishing to take a break or leave of absence from their studies are advised to contact AIB who will:

- (a) verify the period of the intended break;
- (b) identify and discuss with the student if withdrawal from a subject(s) is required and/or recommended;

- (c) advise students where Administrative Dates and/or Census Dates fall and remind students of any administrative, financial or academic considerations; and
- (d) confirm with the student a timeframe when AIB will contact the student again to assist with re-commencement of studies.

In taking a break or leave of absence from studies, AIB does not automatically extend the course registration period. However, students are able to apply for additional time to complete course requirements (refer to the Academic Progress Policy).

**Related Forms:**

Nil

**Related Policies:**

Academic Progress Policy

**Responsibility:**

Head of Student Engagement

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