National Institute of Dramatic Art NIDA

Student Entry, Deferral, Suspension, Withdrawal and Cancellation of Study procedure - Domestic Students

1. DEFINITIONS

Term	Definition
Accredited Course	A course that is recognized under the Australian Quality Framework (AQF) and is registered with one of the two main regulatory agencies, being TEQSA (Tertiary Education Quality Standards Authority) for Higher Education and ASQA (Australian Skills Quality Authority) for Vocational programs. An accredited course is one that leads to the conferral of a degree or the award of a certificate or diploma.
Assessment	A systematic process for evaluating student learning. It may be formative or summative, graded, or ungraded and includes the design, development and implementation of tasks and the evaluation and recording of a student's performance against the set criteria.
Credit	A process that provides students with agreed and consistent credit outcomes for completed components of a course of study based on identified equivalence in content and learning outcomes between matched courses of study.
Compassionate or Compelling Circumstances	Compassionate or Compelling Circumstances are those that are outside of the control of the student, and which have an impact on the student's course progress or wellbeing. These could include, but are not limited to: • Serious illness or injury, where a medical certificate states that the student was unable to attend classes • Bereavement of close family members such as parents or grandparents major political upheaval or natural disaster in the student's home country requiring emergency travel and this has impacted on the student's studies; or • A traumatic experience;
Documentary Evidence	Certified transcripts, portfolios, references, work statements, photographs, Curriculum Vitae, referees.
Good Standing	This means a student has not received any warning letters for academic or behavioural in the preceding 12 months.

Show Cause	The student is given the opportunity to provide an explanation and provide any supporting evidence they feel is required to explain why they should be given an opportunity to continue their studies or in the case of exclusion to explain how they are ready to return to NIDA studies.
Student	An individual who has enrolled in an accredited course. For the purposes of this policy a domestic student enrolled in an accredited course.

2. PRINCIPLES

The principles underlying the Deferral, Withdrawal, Suspension or Cancellation of Study procedure – Domestic Students are:

- aligned to the Higher Education Standards Framework and the Vocational Standards for RTOs,
- That students have agency in making enrolment decisions but with that comes responsibility for being aware of timeframes and responding to and communicating with NIDA,
- designed to maintain the integrity and reputation of NIDA's accredited courses), and
- based on processes of comparable standard and integrity in higher education.

3. PROCEDURE

5.1 Successful applicants

5.1.1 Deferral of a place is not permitted. Successful applicants unable to take up places must re-apply for admission the following year. There is no guarantee of the offer of a place in a future year.

5.1.2 Only in the most exceptional circumstances will a place be held for late acceptance. If you are under 18, you must have a parent or guardian complete, sign, and return the Parent/Guardian Consent form to enroll. You are a student at NIDA from the time you enroll until you complete your course requirements and graduate; go on a leave of absence; withdraw from your course; or are excluded from a course of study. You can enroll in your course online once you have accepted your offer of a place in the course. If you do not pay the fee and enroll by the specified dates, you will forfeit your place at NIDA. You will re-enroll for each semester on the successful completion of course work from the previous semester.

5.2 Deferral – enrolled students

5.2.1 Enrolled students may be permitted to defer their studies under exceptional circumstances. Exceptional circumstances may include:

- protracted illness
- family reasons
- obligations to military or extended jury service

Exceptional circumstances are those which are considered unusual or uncommon and which were not able to be foreseen prior to the census date.

5.2.2 If you believe you meet the criteria for exceptional circumstances then you must fill in an 'Application to Defer' https://fs3.formsite.com/NIDAed/form56/index.html stating reasons for needing to defer and attaching any relevant documentary evidence.

5.2.3 Only students deemed to be in good standing are eligible to be considered for a deferral.

5.2.4 Approval of an application to defer can only be granted by the NIDA CEO or their nominated delegate.

5.3 Withdrawing from NIDA

5.3.1 A student may withdraw from a course at any time by completing the Withdrawal Form on the NIDA website. https://fs3.formsite.com/NIDAed/form55/index.html

All fees, loans and fines need to be paid, all borrowed books and journals returned to the NIDA Library and the University of NewSouth Wales Library, and all equipment returned. The relevant course census date is the last date for students to withdraw from NIDA and receive a refund of tuition fees or remittance of Fee Help without incurring a tuition fee liability or a FEE-HELP loan for the period.

5.3.2 Withdrawing before the census date

1. If you have paid your fees upfront and you withdraw before the earliest subject census date in a given semester, you will receive a refund of the full amount of the tuition fee you have paid for that study period.
2. If you have obtained FEE-HELP and you withdraw before the earliest subject census date in a given semester, your FEE-HELP debt will be reduced by the full amount of the tuition fee for that study period.

5.3.3 Withdrawing after the census date

1. If a student withdraws after the census date, the student is responsible for the tuition fees for the study period. There will be no refund of fees, and/or a FEE-HELP debt will be incurred.
2. An undergraduate student will have “Withdrawn” registered on their academic transcript providing the withdrawal takes place no later than one calendar month after the census date in the relevant semester. If a student withdraws after that date, a result of “Fail” will be recorded on the transcript for the relevant subject/s. Applications for refunds post census date are governed by the NIDA refund policy.

5.4 VET Students: Return to study after withdrawal or deferral

A VET student can enroll in a part of an approved vocational course at NIDA in circumstances where the student had earlier withdrawn from a part of the vocational course undertaken at NIDA.

5.5 Maximum time to complete and course cancellation

5.5.1 Domestic students must complete their program of study within the maximum time published in the relevant Course Regulations.

5.5.2 Failure by domestic students to complete their program within the maximum time as outlined in the Course regulation may result in cancellation of your enrolment and forfeiting the opportunity to graduate.

5.5.3 No refunds will be considered if a student fails to complete their course within the maximum allocated completion time frame.

5.6 Abandoning your course and course cancellation

5.6.1 Students who cease to attend without communication for a period of 10 or more working days will be considered to have abandoned their course.

5.6.2 Students at risk of being determined as having abandoned their course will be provided the opportunity to Show Cause as to why they should be allowed to return to studies.

5.6.3 Students who do not respond to the request to Show Cause or who do not satisfactorily Show Cause will be determined to have abandoned their course will have their enrollment cancelled by NIDA.

5.6.4 International students who abandon their course will have their student visa cancelled.

5.6.5 Applications for a refund from students who have been determined to have abandoned their course will only be considered for the current study period and only in exceptional circumstances.

5.6.6 Cancellation of enrolment is to take final effect only after any grievance procedures initiated by the student have been completed.

5.7 Suspension and Expulsion

5.7.1 Domestic students who are suspended under NIDA's Misconduct Policy and Procedure are not eligible for tuition fee refunds and are responsible for any costs associated with repeating a subject they may have not been able to complete because of a suspension.

5.7.2 Domestic students who are expelled under NIDA's Misconduct Policy and Procedure will have their course enrolment cancelled. No refunds apply.

5.8 Appeals

A domestic student can appeal any decision around the approval of an application for deferral, suspension or cancellation of enrolment by submitting a Non-Academic Complaints and Appeal form within 28 days of the notice of intention to cancel, suspend an enrolment or decision regarding an application to defer. This appeal process is managed in line with Non-Academic Complaints and Appeals Policy.