

<b>Policy Number</b>	<b>P143</b>
<b>Policy Title</b>	<b>Domestic Student Course Withdrawal Policy</b>
<b>Date Issued</b>	<b>31<sup>st</sup> December 2021</b>
<b>Next Review</b>	<b>31<sup>st</sup> December 2022</b>
<b>Document Type</b>	<b>Public</b>
<b>Policy Ownership</b>	<b>Chief Executive Officer</b>

## P143 Withdrawal Policy

### PURPOSE

The purpose of this policy is to ensure students understand how withdrawing from a course is managed with special regards to census dates and funding.

### SCOPE

This Policy applies to Hartwig Air Students (*Domestic and International Students*) who are on the following courses:

- AVI50219 Diploma of Aviation (Commercial Pilots Licence – Aeroplane)
- AVI50519 Diploma of Aviation (Instrument Rating)
- RMIT – AD023HA Associate Degree in Aviation

### POLICY

Bruce Hartwig Flying School provide a comprehensive and detailed training plan that list all planned training activity. This document also lists each semester's details including start and end date. It also includes the census date. This is a critical point for the student as it represents the last date for withdraw from the unit of study without incurring the semesters published fees. The Census date is defined as a point 20% in from the start of the semester.

Bruce Hartwig Flying School will endeavor to meet with all students to discuss any areas that may affect the decision to withdraw. Students are advised to discuss any problems either personal or others affecting their training with their mentor instructor and the Student Liaison Officer if they feel able. Access to more senior members of staff will also be made available should the student require them.

Students who wish to withdraw from an approved training course funded by Commonwealth Assistance through FEE-Help / Student loans should at the earliest opportunity send a written request via email or registered post to the Administration Department.

[admin@hartwigair.com.au](mailto:admin@hartwigair.com.au)

Students who withdraw prior to the census date will not be charged any additional penalty or fee to allow them to withdraw.

Bruce Hartwig Flying School will ensure that students who withdraw are not enrolled in further FEE-Help funded units of study or subsequent units of study after the time notified.

Students who withdraw after the census date will be charged for the semester. The student may then choose to complete that semester providing they are in good standing and training can continue or they may leave the campus.

### **RMIT Students**

RMIT Students are encouraged to make an appointment at their earliest convenience with the Student Liaison Officer to discuss their options with the course. This can be done by dropping by the Office, calling the Office on (08) 8258 4244 or by sending an email to [emily.nankivell@hartwigair.com.au](mailto:emily.nankivell@hartwigair.com.au)

The RMIT / Hartwig Air withdrawal process is a two-step-process that involves withdrawing from the unit of study on the RMIT website in the [enrolment online portal](#). It is important to know your census date – this is published on your academic calendar – as withdrawing from your course after the census date may incur financial and academic penalty.

### **Withdrawing before your Census Date**

To avoid academic penalty students are encouraged to withdraw from the course before their census date. If you do not officially cancel or withdraw your course by the relevant census date you will remain liable for all fees, even if you are no longer attending classes. This includes tuition and administrative fees. If you have a FEE-HELP Loan you will still have to pay your fees if you cancel your program after the relevant census date.

### **Academic Penalty**

If you are a higher education student, you may be subject to academic penalties, e.g. fail grades. To avoid academic penalties, you must cancel your program before the last day to withdraw without academic penalty.

### **Access to RMIT and Hartwig Systems**

You will lose access to all RMIT and Hartwig Systems immediately after you cancel your program unless you are enrolled in another program.

Please see the link below for further information:

<https://www.rmit.edu.au/students/student-essentials/enrolment/change-or-cancel-your-enrolment>

### **Diploma Students**

Will need to apply for a course withdrawal in writing to the Administration Course Program Manager, Lia Ladas. Send an email to: [lia.ladas@hartwigair.com.au](mailto:lia.ladas@hartwigair.com.au)