

5.2.10 Cancellation of Enrolment

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety that commencing students may cancel their enrolment between the time of enrolment and the time the student's academic year commences.

2. **Purpose**

The purpose of this policy is to ensure that:

- new students are informed of the consequences and procedures invoked when enrolments are cancelled; and
- to ensure that correct cancellation of enrolment procedures are followed

3. **Responsibility**

The Registrar is responsible for compliance with this procedure.

4. **Guidelines**

- 4.1 Cancellation of enrolment is defined as *withdrawal from any NCPS degree program after enrolment but prior to the commencement of the student's academic year*. Enrolment for trimester 1 generally takes place in the last week of January and the programs commence in early February. (Enrolment for trimester 2 generally takes place in May and the programs commence in late May, enrolment for trimester 3 generally takes place early September and the programs commence mid September).
- 4.2 Cancellation of Enrolment will incur financial charges and involve some administrative changes. (Refer also to 5.4.16 *Refunds and Charges* and 5.4.20 *Course Withdrawal*).
- 4.3 Any cancellation of enrolment after the commencement of the student's academic year is treated as a course withdrawal (Policy 5.4.20).
- 4.4 This policy only applies to new students who have not yet commenced the course. A returning student who re-enrols and subsequently withdraws prior to the commencement of the academic year is to be treated as a withdrawing student.

5. **Procedures**

- 5.1 All students must be informed in writing at enrolment that:
- an enrolment cancellation amounts to a withdrawal from the course, and if they wish to enrol at any time in the future, they will need to go through the entire application process again, and will not automatically be selected;
 - a \$50 administrative charge is levied for cancellations of enrolment;
 - they must retain their deposit receipt in the event that they withdraw from the course and need to claim a refund.
- 5.2 Students must cancel their enrolment in writing, addressed to the Registrar.
- 5.3 The student's cancelled enrolment must be confirmed by the Registrar in writing.
- 5.4 The student's fee payment, paid at enrolment, must be refunded upon production of their

receipt or a Statutory Declaration, minus a \$50 administrative charge.

- 5.4.1 The Student Administration Officer completes a Fee Refund form (NF201) upon receiving the receipt.
- 5.4.2 This form and receipt is forwarded to Accounts.
- 5.4.3 Accounts issues a refund cheque.
- 5.4.4 Accounts amends the Refund form and returns it to Student Administration for the student's file.
- 5.5 The Student's records, both hardcopy and electronic, must be amended to reflect the cancelled enrolment.
- 5.6 Hardcopy records must be kept with the "Withdrawn Students" files for the relevant year, which are held in Student Administration.

6. **Authority**

Authorized by the General Manager to take effect from the commencement of the 2004 academic year.

7. **Approval**

Approved by the Higher Education Board 9 April, 2003

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
30/11/07	Christine Ashton	References to semesters replaced with trimesters. Cancellation of enrolment now applies to commencing students in each trimester.	Minor change
22/05/09	Jodie Reeve	Logo change	Minor change
09/11/09	Christine Ashton	Change of logo and name	Minor change
26/11/09	Jodie Reeve	Amended supporting document references	Minor change

Refer also to:
Policy 5.4.16 *Refunds and Charges*; and
Policy 5.4.20 *Course Withdrawal*.