

WITHDRAWAL FROM A PROGRAMME

Any student who is contemplating withdrawing from a programme should discuss their reasons for withdrawal with the Programme Co-ordinator or the Head of School concerned.

Any student wishing to withdraw must submit his/her reasons in writing to the Head of School. This is done by completing the Student Withdrawal Form.

On withdrawing from the programme, all Aoraki Polytechnic property, such as library books, must be returned and all outstanding accounts paid.

When leaving a programme you must stop your Student Allowance and Student Loan arrangements with StudyLink. Call StudyLink on 0800 88 99 00. Failure to do this may mean you will have to repay overpayments.

Students who are unable to complete their programme due to ill health should contact the Programme Co-ordinator or the Head of School concerned. Deferment of your studies may be an option.

On withdrawal, your academic record will be as follows:

- If you withdraw your academic record will show 'withdrawn' on your academic transcript for all courses of the programme not completed. Courses within a programme that have been successfully completed will appear with the appropriate result on your academic record.

The table below gives details of the effect a programme withdrawal has on your academic record and your entitlement to a refund.

Please Note: Your official withdrawal date is the date on which the Polytechnic received notification of your withdrawal in writing, **not** the last day you attended class.

Should circumstances arise that are causing you difficulty in continuing with your study, whether they are personal, financial or programme related, the first person you need to talk to is your Programme Co-ordinator.

	Fee Refund	Academic Record (courses)
Total withdrawal before programme begins	Deposit retained	None
Withdrawal after the programme has started, but before 10% of programme has been completed.	100% Less 12.5% Admin fee + ID card	Only for courses /modules completed
Withdrawal after 10% of programme has been completed, but before 80% has been completed.	None	As appropriate
After 80% of the programme has been completed.	None	As appropriate
Attendance deteriorated and eventually ceased (Faculty Withdrawal).	None	As appropriate