Application and supporting documents are assessed.

Student submits online withdrawal form.

Application and supporting documents are assessed.

Student is contacted for an interview.

Within 5 working days of receipt of application and full documentation.

Application is processed and decision is made.

Within 7 working days of receipt of application and full documentation.

Withdrawal Outcome sent to student.

Within 10 working days of receipt of application and full documentation.

Application saved on the Student Management System.

Internal Appeal Process (See Appeals Procedure).

10 working days turnaround.

Student appeals the decision.

External Appeal Process (See Appeals Procedure).

Student appeals the decision.

Refund is lodged.

Refund Process (See Refund Procedure).

End of Withdrawal process.

Withdrawal Procedure

Updated: 9 May 2017