



Document: Passive Withdrawal Policy and Procedures		
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Passive Withdrawal Policy

A student who has not commenced classes in their first semester; or has taken unscheduled leave without contacting Wentworth Institute ("WIN"); or has not completed his/her course and does not return to studies after a scheduled holiday break; or does not attend all timetabled classes for five (5) consecutive business days, has thereby passively notified WIN that he/she will not be continuing his/her studies.

WIN may notify Department of Immigration and Border Protection (DIBP) via Provider Registration and International Students Management System (PRISMS) promptly that the student has ceased studies or ceased their intention to study and for DIBP to cancel the student's enrolment.

Note: WIN may not notify the student of its intent to cancel the student's enrolment or wait the outcome of an appeal if the student inactively withdraws.

Procedures

1. WIN ordinarily notifies student via email, SMS and phonecall, according to its established protocols, of the student's poor attendance.
2. Where the student has not commenced studies or inactively withdraws, WIN is not required to notify the student of its intent to cancel the student's enrolment.
3. At the discretion of the Registrar, the student *may* be sent a Letter of Intent to Suspend or Cancel Enrolment to the last known address of the student.



4. The Registrar passes to the Assistant Registrar approval to notify the DIBP via PRISMS of cancellation of the student's enrolment.

5. The Assistant Registrar files all documentation on the student's file.

6. No refund of fees for the semester will be given to a student who passively withdraws.