

## Withdrawal Policy

Extra Learning is committed to supporting all students to successfully complete their period of study but understands that in some circumstances students will not be able to do so.

Students considering withdrawal from their course of study are strongly advised to contact their tutor as soon as possible.

If you decide to terminate your studies before completion it is important you do so in writing to the Principal/Director.

You must receive acknowledgement of your request received from the Principal/Director.

This is Extra Learning's evidence of your withdrawal date, failure to do so may mean you remain responsible to pay full tuition fees.

Extra Learning charges tuition fees for students that withdraw as follows:

### Full time students

If a withdrawal takes place within 4 weeks of the official start date of the course, 50% fees will be due.

This date can be found on your unconditional offer letter or can be provided by Student Records or Reception.

After that the following will apply:

After 4 weeks of the official start date: 25% fees due

Attending 1st day of the second term after enrolment 25% fees due

### Part-time students (Courses of 1 academic year or more)

If a withdrawal takes place within 4 weeks of the official start date of the course, 50% fees will be due.

This date can be found on your unconditional offer letter or can be provided by Student Records or Reception.

After that the following will apply:

After 4 weeks from official start date: 25% fees due

Attending 1st day of the second term after enrolment 25% fees due