

Enrolment Withdrawal Policy

1.	Purpose	This policy states the process to follow and applies to all stakeholders resulting in a student electing to withdraw from their enrolled course at Flowers Design School. The content reflects the details as documented in the Terms and Conditions of Enrolment on the student enrolment form.	
2.	Scope	The scope of this policy applies to all FDS stakeholders, including but not limited to; FDS team members, management, students, agents and industry partners.	
3.	Definition(s)	<p>For the purposes of this policy, unless otherwise stated the following definitions shall apply;</p> <p>FDS ⇒ Flowers Design School</p> <p>Stakeholders ⇒ All persons with a vested interest in FDS including but not limited to;</p> <ul style="list-style-type: none"> Students Team Members Professional Associations Employers External Agencies Government & Regulatory Agencies 	
4.	Policy Guidelines	<ul style="list-style-type: none"> • Withdrawals must be received by FDS in writing including an effective date for withdrawal and the student signature. • The student is fully liable for all classes started or due to start within 15 training weeks from the withdrawal date, whether they attend class or not. • Administration fees, assessment fees and the cost of course notes also apply to the withdrawal fee. • Payment plans become null and void upon receipt of the withdrawal notification and a final invoice will be raised for the *value of 15 training weeks notice. This invoice must be paid within 7 days or late fees apply. <i>*The value of a training week equates to the course fee divided by the total number of training weeks as per the FDS training calendar.</i> • The school will formally withdraw the student upon receiving written notification and finalise all academic records with a letter sent to the student with confirmation. • The student will receive a full copy of their academic record once fees are paid. This may be in the form of a Statement of Attainment, Certificate or 	

		<p>participation notes depending on the course enrolment.</p> <ul style="list-style-type: none"> • The school will deactivate the student from within the management system. • The school will retain all records for a period of 30 years. • The student must return any FDS property as requested at withdrawal confirmation, which may include keys to an assigned locker, valid student card, loaned library books or any other property. • FDS will apply the relevant fees and charges for any lost, damaged or unreturned FDS property • A student who withdraws from a training program and at a later point applies for re-enrolment – all standard enrolment terms and conditions apply. 	
6.	Appendices	<p>a) Student Handbook b) Team Member Handbook</p>	
7.	Approval	This policy is approved by The Chief Executive Officer of FDS	
8.	Approval Dates	<p>The policy was approved on: 01/10/2009 The policy takes effect from: 01/10/2009 The policy will be reviewed by:20/07/2011</p>	
9.	Policy Owner	<p>Matters arising from this policy should be directed to;</p> <p>The Chief Executive Officer of Flowers Design School Ms Jayne Endall Suite 39C City West Centre Plaistowe Lane, West Perth 6005 jayne@floristry.com.au Tel: +61 8 9321 022</p>	