

Withdrawal Scenarios – Digital Skills for the Workplace

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
If a student has paid fees over \$500, and withdraws from the programme or course Start Date, up to 8 days after the Start Date.			
\$0.0 charged	No record of enrolment, withdrawn from full programme	N/A	The student is able to re-enrol into another/later intake.
If a student withdraws within the 10% Date or one calendar month (whichever is earlier) of the start date of the courses in the programme.			
\$0.00 charged if a completely enrolled student attended any session	No record of enrolment, withdrawn from full programme		The student is able to re-enrol into another/later intake. Full tuition fees charged (\$295.00 incl GST). Can apply for ADVANCE scholarships again.
No show			
\$0.0 charged if no session attended – classed as ‘No Show’	No record of enrolment, withdrawn from full programme		Can apply for scholarships again.
If a student withdraws after the 10% Date but within the 75% Date of the programme			
\$0.0 charged	‘W’ grade for all courses	Scholarship is used to cover the tuition fees*	The student is able to re-enrol into another/later intake. May not be able to apply for a scholarship again.
If a student withdraws after completing the first half the programme and is within the 75% Date of the programme (some courses completed)			
\$0.0 charged	‘W’ grade for any incomplete courses; actual grade for any completed courses	Scholarship is used to cover the tuition fees*	The student is able to re-enrol into another/later intake. May not be able to apply for a scholarship again.

If a student withdraws after the 75% Date of the programme			
\$0.0 incl GST charged	'DNC' Did Not Complete grade for any incomplete courses	Scholarship is used to cover the tuition fees*	The student is able to re-enrol into another/later intake. May not be able to apply for a scholarship again.
If a student attempts but fails the programme			
\$0.0 charged	Fail grade	Scholarship is used to cover the tuition fees*	The student is able to re-enrol into another/later intake. May be eligible to apply for ADVANCE scholarship again.
If TML voluntarily ceases a Course or Courses, there is a Voluntary closure by TML, or a Course Closure Event			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompleted would show 'No record of enrolment'	Scholarships would not be requested to be reimbursed	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into. Can apply for scholarship again.