

LATE ENROLMENT DECLARATION

Student Name		Student ID Number	
Programme			

Below is a brief summary of the withdrawals and refunds for domestic students as per the MIT-Unitec Student Regulations. A full policy can be obtained from the MIT website. Please refer to: <https://www.manukau.ac.nz/student-life/current-students/tools-and-resources/student-regulations-and-policies>.

Late Enrolment

- (1) A student may be accepted for late enrolment by the delegated authority up to 10 per cent of the course duration . In making their decision, MIT balances a desire to be flexible against the likelihood of student success following late enrolment.
- (2) To be accepted for late enrolment, the student needs to have completed the application and enrolment process.
- (3) **Please note** that if you are admitted into a course after it has started, you may not be eligible for a refund of your fees, should you later decide to withdraw. The withdrawal period is calculated from the course start date shown on the statement of fees provided to you upon enrolment. Please ensure that you read and understand the MIT-Unitec Student regulations for important details regarding withdrawals and refunds for domestic students. Please refer to the Admission and Enrolment section: <https://www.manukau.ac.nz/student-life/current-students/tools-and-resources/student-regulations-and-policies/>

Withdrawals and Refunds for Domestic Students

This section refers to the 'withdrawal period', which is 10 per cent of the duration of the programme, or course within the programme, whichever is the lesser.

Advice for students on implications of withdrawal

- MIT-Unitec advises students contemplating withdrawal about possible consequences for loans and allowances, their academic record, and implications for those planning to enter professions governed by professional regulations. Wherever possible, support is provided to student to avoid withdrawal. MIT-Unitec recognises that, in some cases, withdrawal may be the appropriate option.

No-show

- If a student does not attend within the withdrawal without penalty period (except waitlisted programmes) and does not respond to any communications, the delegated authority may cancel their enrolment as a 'no-show'.
- For waitlisted courses or programmes, the student may be treated as a no-show on the third day of the programme or after three attempted contacts, to allow waitlisted student to join the programme.
- No academic record is created for no-show student.
- The tuition fees of student who do not attend within the withdrawal period of their programme/course are refunded (if applicable) to the person or organisation that paid their fees (a Verification of Study is submitted to StudyLink).

Withdrawal within 10 per cent of programme duration

- A student may withdraw within the withdrawal period without financial or academic disadvantage.
- If a student withdraws from all first-semester courses of a multi-semester programme, the withdrawal request is assumed to also apply to the second and subsequent semesters, unless otherwise advised by the student. The same applies when a programme consists of courses that are shorter than a semester.

Withdrawal after 10 per cent of course duration

- If a student withdraws after 10 per cent of the course duration, they are not entitled to any refund, unless they can prove to the delegated authority that they were affected by exceptional circumstances.
- If a student withdraws after 10 per cent of the duration of a course, a 'Withdrawn' (WD) grade is recorded on their academic record.

Withdrawal after 80 per cent of course duration

- If a student withdraws after 80 per cent of the course duration, a Did Not Complete (DNC) grade is recorded on their academic record.
- If the student ceases to attend or participate and cannot be contacted, a DNC grade is recorded for the relevant courses. MIT-Unitec aims to assist postgraduate student to complete their studies by arranging extensions where appropriate and with the approval of the delegated authority. If this is not possible, a DNC grade is recorded.

Withdrawal by MIT-Unitec of disengaged student

- Where a student has disengaged after the withdrawal period and has not responded to reasonable attempts to contact them, the delegated authority may treat their nonengagement as a withdrawal and withdraw the student on their behalf.
- MIT-Unitec makes at least three attempts to contact a disengaged student before withdrawing their enrolment.
- MIT-Unitec notifies the student in writing that their enrolment has been withdrawn on their behalf and advises the person or organisation that paid the fees. The student remains liable for fees except with the approval of the delegated authority.
- The student receives WD grades or DNC grades as applicable.

Other withdrawals

- A student enrolled in a short course (including an Adult and Community Education (ACE) course that has tuition fees) may withdraw without financial penalty before/on the start date.
- A student enrolled in a funded micro-credential may withdraw without financial penalty until 10 per cent of the course duration, and without academic penalty until 80 per cent of the course duration.
- A student enrolled in an unfunded micro-credential or Full Cost Recovery course may withdraw without financial or academic penalty before/on the start date.
- If an enrolled student withdraws after attending a workshop or accessing/engaging in online resources that form part of a funded micro-credential or full cost recovery course, they are not entitled to any refund.

Withdrawal due to exceptional circumstances

- If a student withdraws or is withdrawn on their behalf and believes they have been affected by exceptional circumstances (i.e., circumstances beyond their control), they may apply for exceptional circumstances consideration using the business division's exceptional circumstances process.
- If the student is unsatisfied with the decision, they may appeal the decision as set out in the Student Appeals Policy and Procedures.

By signing below, you are confirming that you have read, understood and agree to the Late Enrolment, and Withdrawals and Refunds for domestic student policies, as stated above.

Student signature	Date
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