

Tip Sheet No.74

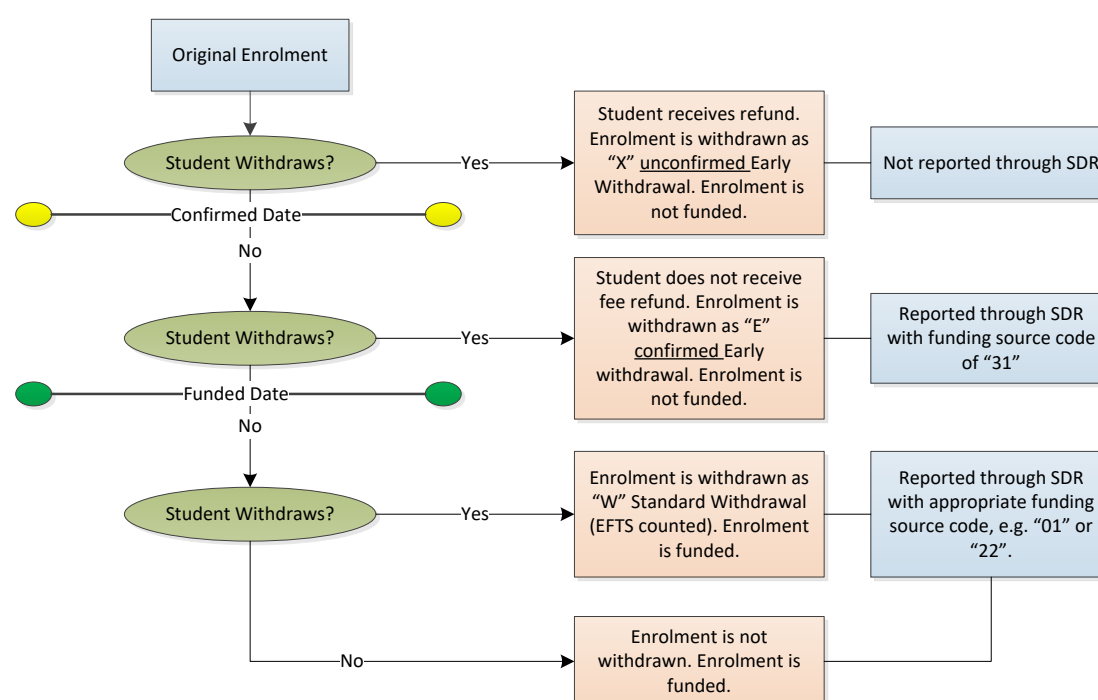
Withdrawing a Student

Three withdrawal types (“X”, “E” and “W”) are illustrated in the table below. “E” withdrawals will have their funding source updated where fees are charged and the enrolment originally has a funding source of 01 or 32.

<i>Withdrawal Types from 2017 Revised</i>				
Type	(A) Refunded Withdrawal applies only where fees are charged ¹ - funding types 01 and 32	(B) Unfunded Early Withdrawal where fees are charged (01 and 32 funding) applies where withdrawal is within 10%/one month	(C) Unfunded Early Withdrawal where fees are not charged applies where withdrawal within 10%/one month	(D) Standard Withdrawal when 10%/one month elapsed
Confirmed	No	Yes ²	n/a ²	Yes
Valid/Funded Enrolment Cut-Off	Not Reached	Not Reached	Not Reached	Reached
Enrolment Status	X	E	E	W
EFTS Value	Set to zero	Unchanged	Unchanged	Unchanged
Funding Source Code	Unchanged	Changed to 31 where 01 or 32 funded where enrolment after 31/12/2016	Unchanged	Unchanged
Withdrawal Date	Recorded	Recorded	Recorded	Recorded
Course Completion Code	4	4	4	4
Reported Through SDR	No	Yes	No	Yes
Funded	No	No	No	Yes

¹ For PTEs this is the 8 day/10% rule. For TEIs it is normally one month/10% but could be longer.

² The concept of "confirmed" only applies meaningfully where fees are charged.



Withdrawals can be at different levels in the enrolment structure:

- **Withdrawal from a qualification enrolment.** This means that the student is ceasing to study in the qualification altogether. When a withdrawal is processed at the qualification enrolment level the student will also be withdrawn from the most recent related enrolment event, plus any course enrolment, which has not already been withdrawn and for which no outcome has been recorded, which is related to any enrolment event.

The withdrawal process is initiated by clicking the Withdraw button on the Enrolment Details form when the qualification enrolment is selected in the enrolment tree at the left of the form.

- **Withdrawal from an enrolment event.** This means that the student is withdrawing from the current enrolment event. This could happen when a student needs a break from their studies in a multi-stage qualification, e.g. due to ill health. If however this is the sole enrolment event related to a qualification enrolment the student is withdrawn from the related qualification enrolment too. The student is also withdrawn from any course enrolment related to that enrolment event, which has not already been withdrawn, and for which no outcome has been recorded.

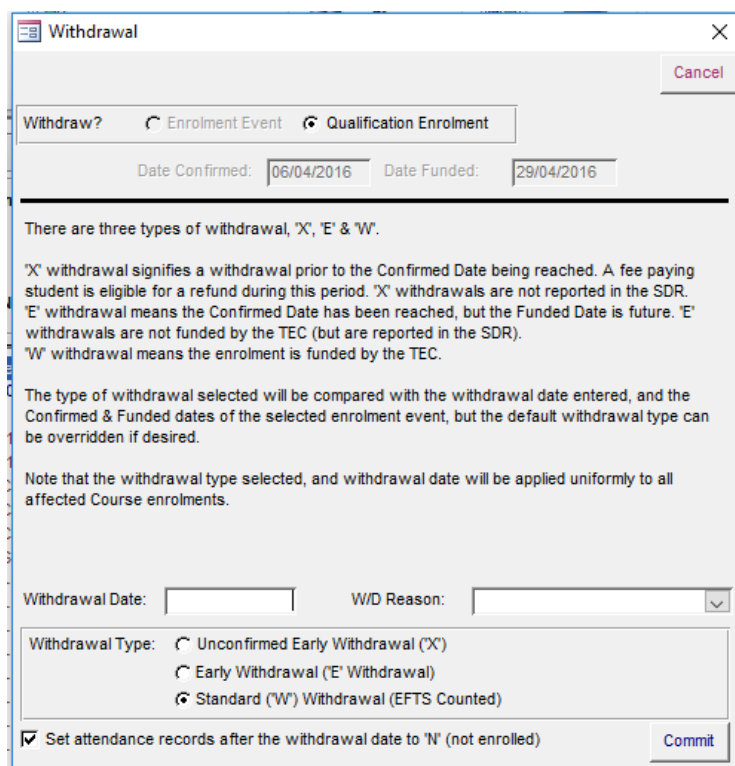
The withdrawal process is initiated by clicking the Withdraw button on the Enrolment Details form when the enrolment event is selected in the enrolment tree at the left of the form.

- **Withdrawal from a Course Enrolment.** As noted above a student may be withdrawn from course enrolments as part of the process of withdrawal from a qualification enrolment or enrolment event. A student can, though, also be withdrawn from individual courses; for example when the student changes their mind about optional courses.

The process of withdrawing a student from a single course can be done in two ways. Firstly by selecting the course on the enrolment tree on the Enrolment Details form, clicking Edit, changing the enrolment status to the correct withdrawal type code, entering a withdrawal date, and setting the course completion code to "4". Secondly you can use the Datasheet Edit form to enter the same two data items.

Note that Take2 will modify some other values as you make these changes.

- If you set the enrolment status to "X" the EFTS value will be set to zero.
 - If you set the status of a funded enrolment (01 or 32 funding source) to "E" the funding source will be changed to 31 and will be reported in the SDR. (Change in effect since 2017 August SDR)
 - If you set the status of an unfunded enrolment (funding source other than 01 or 32) to "E" the funding source will remain unchanged, but will not be reported.
- **Withdrawal from a Component Enrolment.** This simply changes the enrolment status of the component enrolment.



Withdrawal

Withdraw? Enrolment Event Qualification Enrolment

Date Confirmed: 06/04/2016 Date Funded: 29/04/2016

There are three types of withdrawal, 'X', 'E' & 'W'.

'X' withdrawal signifies a withdrawal prior to the Confirmed Date being reached. A fee paying student is eligible for a refund during this period. 'X' withdrawals are not reported in the SDR.

'E' withdrawal means the Confirmed Date has been reached, but the Funded Date is future. 'E' withdrawals are not funded by the TEC (but are reported in the SDR).

'W' withdrawal means the enrolment is funded by the TEC.

The type of withdrawal selected will be compared with the withdrawal date entered, and the Confirmed & Funded dates of the selected enrolment event, but the default withdrawal type can be overridden if desired.

Note that the withdrawal type selected, and withdrawal date will be applied uniformly to all affected Course enrolments.

Withdrawal Date: WD Reason:

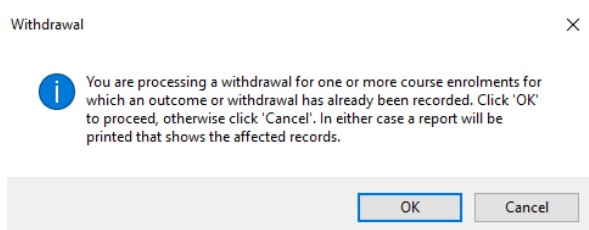
Withdrawal Type: Unconfirmed Early Withdrawal ('X')
 Early Withdrawal ('E' Withdrawal)
 Standard ('W') Withdrawal (EFTS Counted)

Set attendance records after the withdrawal date to 'N' (not enrolled)

Commit Cancel

Withdrawal Mechanism 2017 Change

- An “E” withdrawal will change a funded qualification enrolment’s funding source to “31” if all related course enrolment funding sources are changed to “31”.
- If an enrolment event or qualification enrolment is “unwithdrawn” (see below) the related course enrolments with a “31” funding source will have the source changed to the funding source of the related qualification enrolment. Thus prior to unwithdrawing a qualification enrolment or enrolment event, you should check that the qualification enrolment’s funding source is not “31”, and if it is, update it to whatever is appropriate for the re-activated enrolment.
- If an enrolment event is “unwithdrawn” and this is the sole event related to a qualification enrolment, it may be necessary to manually edit the qualification enrolment status (usually to “C”) and to remove the qualification enrolment finish date.
- If there are course enrolments that have been individually withdrawn and their related enrolment event or qualification is subsequently withdrawn you will be alerted to this fact and an audit report will be printed.



Withdrawal

i You are processing a withdrawal for one or more course enrolments for which an outcome or withdrawal has already been recorded. Click 'OK' to proceed, otherwise click 'Cancel'. In either case a report will be printed that shows the affected records.

OK Cancel

Withdrawal Dates

When you process a withdrawal from an enrolment event or qualification as described above, you enter a withdrawal date. This date is written into the enrolment records stored by Take2 thus:

- To the Withdrawal Date field for each course enrolment record associated with the enrolment event/qualification, where a withdrawal date does not already exist in that record.
- To the Withdrawal Date field of the enrolment event record(s).

To the Finish Date field of the qualification enrolment record if the withdrawal is from a qualification.

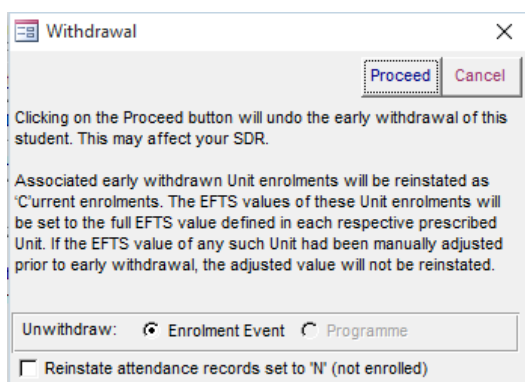
Cancelling a Withdrawal

If you have processed a withdrawal for a qualification enrolment or enrolment event you will notice that the Withdraw button changes to Unwithdraw – not exactly grammatical but you know what we mean.

Clicking Unwithdraw will change the enrolment status back from “W” or “E” to “C” and remove the withdrawal date and reason from the enrolment records.

For early withdrawals the EFTS value of the course enrolments will be reinstated to the EFTS value of the related prescribed course but not for course enrolments with a course completion code of “8” – i.e. full RPL.

You will get a warning to alert you to the fact that EFTS is being reinstated. This is to alert you that, if for one or more course enrolments the EFTS value had been reduced because of partial RPL, that reduction will not be replicated and you will need to reduce the EFTS manually.



Additionally for “E” withdrawals the funding source of course enrolments will be changed from “31” to the funding source of the related qualification enrolment. If this is incorrect for some course enrolments they will have to be modified manually.