

Oxygen College - Deferrals and withdrawals

Deferrals -

Students who wish to defer their studies must submit a request to the admissions team via phone, face-to-face or email brodie@oxygencollege.com.au. The request should include the reason for the deferral. Students may deferral studies for up to 12 months for full-time or part-time.

The administration will review the request and determine if the deferral is appropriate. If approved, the student will be notified of the deferral period and any conditions associated with the deferral.

During the deferral period, the student will not be required to attend classes or complete coursework. Any outstanding fees must be paid in full upon the deferral (Exemptions apply to full fee-paying students not receiving a Government subsidy – this will be assessed by the admissions team).

At the end of the deferral period, the student will be automatically withdrawn from the program unless they request to re-enrol.

A request to re-enrol into study must be made to the student admission team on 1300 195 303. Any fees paid by the student for the relevant attempt, will be credited.

Due to the nature of training packages and unit changes, extensions beyond the period specified above will not be granted.

Student who does not enrol studies after the deferral period are ineligible for refunds on any paid tuition fees.

Withdrawals

Students who wish to withdraw from their studies must notify the admissions team of their intent to withdraw via phone, face-to-face or email brodie@oxygencollege.com.au.

Where a withdrawal request is made, the admissions team will contact the student to discuss the withdrawal process and any implications it may have on the student's academic record, financial obligations, and future plans.

The admissions team will determine whether the student is eligible for a refund of any tuition or fees paid, in accordance with the [refund policy](#).

Once the withdrawal has been processed, the student will receive a withdrawal confirmation including date of withdrawal, reason for withdrawal, financial obligations still outstanding including VSL debts incurred.

No VET Student Loan debt will be incurred if the student withdraws from course prior to census date.
Withdrawal date is to be taken as date written request for withdrawal was made.

Students who wish to re-enrol in the program after withdrawing must follow the standard admission procedures and meet all eligibility requirements.

Involuntary withdrawal

Students who breach the student code of conduct or the students' responsibilities, may be involuntarily withdrawn from their course. Student will receive a warning when a breach has occurred documenting the course of action required by the student. Involuntary withdrawal will occur where no rectification is made or, where the breach of conduct seriously impacts the health and safety of staff and/ or students. Further information can be found:

- [Warning notices](#)
- [Students rights and responsibilities](#)

Re-attempts

Students may apply to re-attempt and re-enrol in units of competency previously attempted with Oxygen College. This must be within 12 months from their original course intake.

Students are required to follow the same enrolment process and will be assessed on a case-by-case basis. This is due to the nature of the units of competency required, course structure, Funding arrangements and available resources.

Students will incur the administration fee (as per the fee schedule) and the tuition fee associated with that unit of competency/competencies.

For further information please speak with your Department Head or our Student Engagement Officer.