



# **COURSE CANCELLATION PROTOCOLS**

# Course Cancellation Request Form



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## Avoiding cancellation

8. Where remedial action is being taken the individuals defined below will be contacted and asked to notify the University of their intentions. This is with the aim of increasing the expected number of starters so that the course is viable to run;
  - a. Admissions will contact individuals with outstanding offers.
  - b. Admissions will contact individuals who have deferred a place on an earlier course.
  - c. The Campus or Programme Director will contact returning intermitters from an earlier course.

## The decision to cancel

9. Course cancellation will generally be proposed by the Campus Dean, National Programme Director, or PVC Academic Development in consultation with Marketing and Admissions and in the light of strategic conditions including staffing and expected student recruitment. However, cancellation may also be instigated by other parties in other circumstances.
10. The decision to cancel will be made jointly by three of the Executive Board of the University and having regard (inter alia) to:
  - a. The interests of the prospective students
  - b. Educational viability
  - c. Operational viability
  - d. The University's reputation
11. In the event that unanimous agreement cannot be reached, the decision will be referred to the full Executive Management Board.
12. In making the decision the following will be taken into account:
  - a. PSRB requirements and recommendations
  - b. Critical numbers for an acceptable educational experience
  - c. Critical numbers for financial viability
  - d. Other operational issues
  - e. The profile

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- < given a full refund of any fees or deposit paid in a timely manner if they decide to withdraw, or
- < if they elect to transfer to an alternative course within the same programme, be charged the lower of the fees applicable to the original course and the chosen alternative course, have the appropriate part of any payment already made transferred to the alternative course and if the alternative course fees are lower, be refunded



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**To be completed by Campus Dean, Programme Director, Pro-Vice Chancellor Academic Development or other party instigating cancellation:**

<b>Date:</b>	
<b>Request made by:</b>	
<b>Course/s:</b> (including programme, mode, length, centre/s and start date)	
<b>Critical number required to run the course:</b>	

**Profile of students who have accepted or are holding an offer:**  
*This information can be obtained from Admissions, and the relevant Campus and entered in the grid below;*

Course	Early Cancellation Date	Late Cancellation Date	Cancellation Reason	Unconditional Accepts	Conditional Accepts	Unconditional Offers	Conditional Offers	Sponsored Students?	Visa
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