

NMIT WITHDRAWAL POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Learner		
Approval Date	24.02.2026	Sponsor	Director Demand Management
Next Review	01.01.2027	Approved by	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- all qualifications, programmes, training schemes and courses, teaching, learning, assessment and research, funding and support activities delivered by or on behalf of NMIT; and
- all NMIT ākonga enrolled engaged in campus-based learning at any location; and online or remote learning via any mode; and work based learning. This includes managed apprentices and other non-standard enrolments, and encompasses all references to learners, ākonga or students.

Te Pūtaki | Purpose

The purpose of this policy is to provide a framework and set of principles relating to ākonga withdrawals and the related financial and academic impacts of those withdrawals.

Guidance for implementation of this policy is set out in [NMIT Withdrawal Procedures](#). This policy should also be read alongside [NMIT Student Fees, Charges and Refunds Policy](#) and related procedures.

Ngā Mātāpono | Principles

NMIT's withdrawal policy and practices are governed by fair, transparent and academically sound principles.

Compliance

Decision-making and practice relating to ākonga withdrawals and financial and academic impacts will comply with all relevant legislation, standards, policies and procedures.

Giving Effect to Te Tiriti o Waitangi

NMIT is committed to fulfilling our responsibilities and obligations as a Te Tiriti o Waitangi partner and to being reflective and open as we work towards excellence in our ways of working to give effect to te Tiriti.

We will work to embed culturally appropriate processes and responses into our practices for informing, advising and supporting ākonga, as appropriate, through any withdrawal process.

Students at the Centre of what we do

NMIT is committed to being learner centred with a strong focus on equity of access, learning experience and outcomes. NMIT supports the wellbeing, safety and learning experience of learners enrolled at NMIT, ensuring that we listen, understand, and respond to learner voice in ways that uphold their mana and autonomy.

Fairness and Transparency

NMIT commits to fairness and transparency by being open, honest, and clear about our requirements, decision-making and actions, so that ākongā can understand processes and their rationale.

Our Values

NMIT values guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Ākongā and kaimahi alike have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

Kaupapa Here | Policy Statements

A learner may instigate a withdrawal from a course or programme due to (but not limited to):

- Enrolment at the wrong level or on the wrong programme
- Change in personal circumstances
- Programme or institutional factors

NMIT may instigate the withdrawal process independently of the learner, due to (but not limited to):

- Non-attendance, non-engagement or disengagement in a course or programme, including no-shows within the first 10 working days of a course, or 10% of the course duration (whichever is the lesser)
- Failure to pay the tuition fee in full or as otherwise agreed between the learner and NMIT
- Enrolment at the wrong level or on the wrong programme
- Misconduct or unsatisfactory academic progress.

Enrolment Transfers

A transfer applies when a learner continues to enrol or study on the same programme, but changes to a different course or course occurrence, eg. a different semester delivery of the same course.

A transfer is allowed within the first 10 working days of a course, or 10% of the course duration (whichever is the lesser).

If a learner changes their programme of study, this is treated as Withdrawal and a separate enrolment for the new programme of study is required.

StudyLink Loans and Allowances

Withdrawal from some or all courses / programmes may affect a learner's eligibility for benefits including loans, allowances and living costs. Learners are responsible for notifying StudyLink of any changes to their programme of study, including withdrawals.

Student Visa

Withdrawal from some or all courses / programmes may affect an international learner's eligibility for a student visa. Learners are responsible for notifying or contacting Immigration New Zealand regarding any changes to their study circumstances.

NMIT is required to notify Immigration New Zealand should an international learner stop attending or be withdrawn from a course or programme.

Withdrawal due to exceptional circumstances

If an ākonga withdraws or is withdrawn on their behalf and believes they have been affected by exceptional circumstances (ie. circumstances beyond their control), they may apply for exceptional circumstances consideration.

Support for Learners

NMIT programme staff will make every attempt to monitor, contact, guide and support learners throughout all stages of their learning plan or contract, and to ensure learners are fully informed of their obligations and entitlements, and to minimise disadvantage where withdrawal from a course or programme is likely.

IMPACTS OF WITHDRAWAL

Ākonga requesting a refund must formally withdraw from a course / programme by following the procedures set out in the **NMIT Withdrawal Procedure** document.

The timing of withdrawal determines

- whether or not a learner is entitled to a full refund or no refund of fees, and
- the Course Grade recorded (or not recorded) on the learner’s academic record.

Withdrawal from a Short Course - ALL ĀKONGA

Domestic and international learners enrolled on a Short Course, e.g. Bar Managers, Bartenders, Introduction to Espresso, Food Safety, Chinese Language, Maritime Short Courses, Adult and Community Education courses.

Withdrawal Time frame	Academic Course Grade	Refund Eligibility
Before or on course start date	Not recorded	Full refund
After course start date	Fail grade/No pass	No refund

Withdrawal from a course or programme - DOMESTIC LEARNERS

Withdrawal Time frame	Academic Course Grade	Refund Eligibility
Before start date	Not recorded	Full refund
Within 10% of course/programme duration	Not recorded	Full refund
After 10% and up to 80% of course/programme duration	Withdrawn	No refund
After 80% of course/programme duration	Did Not Complete	No refund

Withdrawal from a course or programme - INTERNATIONAL LEARNERS

Withdrawal Time frame	Academic Course Grade	Refund Eligibility
Before programme start date	Not recorded	Full refund minus an administration fee
On or after programme start date	Withdrawn	No refund
After 80% of programme duration	Did Not Complete	No refund

Ngā Haepapa | Responsibilities

Role	Responsibilities
Manager Information and Admissions	Overall management of the withdrawal process and providing guidance to NMIT kaimahi and ākongā.

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Student Fees, Charges and Refunds Policy
NMIT Information and Records Management Policy

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Withdrawal Procedure

TURE WHAI TAKE | RELEVANT LEGISLATION

[Education and Training Act 2020](#)

StudyLink website (www.studylink.govt.nz)

[Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)

NGĀ TAPIRITANGA | APPENDICES