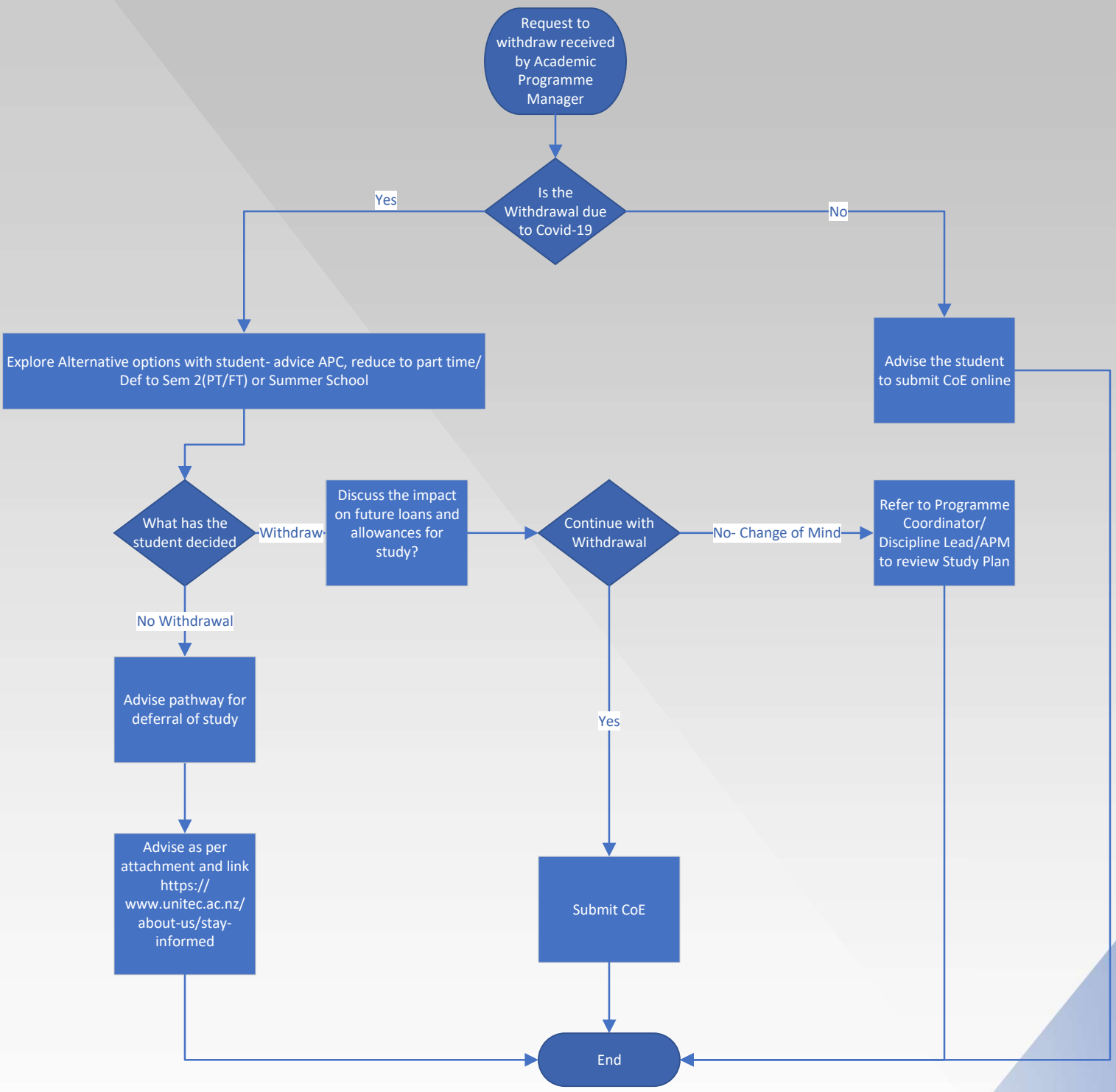
Request to withdraw received by Academic Programme Manager
Is the Withdrawal due to Covid-19
Yes
No
Explore Alternative options with student- advice APC, reduce to part time/ Def to Sem 2(PT/FT) or Summer School
Advise the student to submit CoE online
What has the student decided
Withdraw
Discuss the impact on future loans and allowances for study?
Continue with Withdrawal
No- Change of Mind
Refer to Programme Coordinator/ Discipline Lead/APM to review Study Plan
No Withdrawal
Advise pathway for deferral of study
Yes
Advise as per attachment and link https:// www.unitec.ac.nz/ about-us/stay-informed
Submit CoE
End