Procedure for withdrawal from VET course of Study or an Approved Course

Purpose

1.   This procedure ensures the withdrawal of a student from a VET course of study, or an approved course is in line with requirements of the VET Student Loan Act 2016, VET Student Loan Rules 2016.

Scope

2.   This procedure applies to all students and applicants who are eligible to apply for a VET Student Loan.

Definitions

a)   **Approved Course** means a qualification or course of study that has been approved by the Department of Education as eligible for VET Student Loans.

b)   **Census date** means the last day a student may withdraw from a VET unit of study in whichthey are enrolled without incurring liability for tuition fees.

c)   **Students** refers to all persons enrolled in a unit of study who are or might be entitled to a VETStudent Loan under the Act.

d)   **The Act** refers to the VET Student Loans Act 2016

e)   **VET Course of Study** means an eligible course of study in which the VET units of study formingthe course meets course requirements

f)   **VET Unit of Study** means a published unit of study that forms part of an Approved course.

Procedure

3.   Students, who wish to withdraw from an Approved course or VET course of study must do so by applying to withdraw on or before the unit Census Date.

4.   To withdraw from a course or unit of study a student must complete the Student Withdrawal Form and return this form prior to Census date to ensure that they do not incur any financial debt.

5.   Students are required to discuss withdrawing from the course or units with their trainer / manager prior to submitting the Withdrawal form.

6.   Once the Application for Withdrawal has been discussed with the RTO Manager, the student must complete a course evaluation form and submit it together with the Withdrawal form.

7.   The Application for Withdrawal is reviewed, approved, and signed by the Course Coordinator.

8.   The Withdrawal form is then forwarded to the administrative manager for checking for any outstanding documents or loan items. Students must also return TIV property that is in their possession (e.g., student card,loaned items).

9.   A student who withdraws from VET units of study or course on or before the published census date will not incur a VET Student Loan debt or financial (fines, penalties, or fees) or administrative penalties. There are no other barriers to a student withdrawing and there will be no withdrawal fees.

10.   Students, who withdraw from VET unit of study or course after the Census Date, may apply to have their FEE-HELP balance re-credited if they are able to demonstrate or provide evidence there were extenuating or unforeseen circumstances that prevented them from completing the unit(s).

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11.	Students who have paid their VET tuition fees up front are eligible for a refund if they withdraw on or prior to the published VET Unit of Study Census Date. If the students withdraw from their course or unit(s) of study after the Census Date, they will not be eligible for a refund

12.	If a student withdraws from an Approved course or VET course of study, TIV will not, after the withdrawal enrol the student in another approved course or VET course of study or part of an approved course or VET course of study without the written permission of the student (which must be given after the withdrawal).

Procedure to re-enrol student who has previously withdrawn from a part of the course undertaken with TIV

13.	Student must complete the course enrolment process.

14.	Student will be required to attend a pre-training review and LLN test.

15.	Any additional fees and charges will be calculated at time of enrolment. Students may apply for credit transfer/ RPL for previously completed units of study.

Publication

16.	This procedure will be made available to enrolled student or applicants intending to enrol in an Approved course or VET course of study through publication on the website and/or in written form.

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