



Policy & Process: VET Student Loan Approved Course - Class Cancellation

Purpose

This policy applies to all students enrolled in a VET Student Loan approved course, or a part of an approved course whether they choose to apply for a loan or not. It describes the process whereby the enrolment is cancelled by South Regional TAFE after the census day for the course.

Scope

VET Student Loan course cancellations will be processed in accordance with the VET Student Loan Act 2016 and VET Student Loans Rules 2016, specifically VSL Rules s87 Processes and Procedures for cancellation of enrolment.

Procedure

The Training Manager/Regional Campus Manager in conjunction with the class lecturer and the Manager Client and Administration Services will inform the student of a proposed cancellation.

Administration staff will provide the student via email or a phone call depending on the date of cancellation with at least 28 days to initiate grievance procedures before the cancellation takes final effect.

The cancellation will take final effect only after any grievance procedures initiated by the student have been completed.

The student will be withdrawn from the course and a refund provided as per the Policy: Re-Crediting a VET Student Loan Debt (PLN07 P) and Process: Withdrawal Management (PLN01.15 WP).

Related documents / references

- PLN07 P – Policy: Re-Crediting a VET Student Loan (VETSL) Debt
- PLN01.15 WP – Process: Withdrawal Management
- PLN01.11 WP – Important Terms and Conditions of Enrolment (for Students)
- VET Student Loans Act 2016
- VET Student Loan Rules 2016
- Vet Student Loan Manual for Providers
- VET Student Loans (Course and Loan Caps) Determination 2016

Version control

Custodian of document	Director Organisational Services
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