

Purpose:

The purpose of this policy is to provide information regarding the withdrawal process for VET FEE-HELP eligible students.

This policy should be read in conjunction with P126 Refund – VET FEE-HELP.

Policy:

- If a student withdraws from a VET Unit of Study prior to or on the census date, the student will not incur a VET FEE-HELP debt and any upfront payments made for that unit will be refunded.
- In the event of a student withdrawing from a VET Unit of Study after the census date the student will incur the VET FEE-HELP debt and any upfront payments made will not be refunded for that unit.

If a student withdraws from a VET Unit of Study, Skills Training Australia:

- will not enrol the student in a further VET Unit of Study without the student's written permission after the withdrawal; and
- will confirm with the student whether the student wishes to continue any enrolment in any other VET Unit of Study forming part of the course.

No barriers to withdrawal

Skills Training Australia has no financial, administrative or other barriers that would result in a student not being able to withdraw from a VET unit of study on or before the census date.

For students wishing to withdraw from a VET Unit of Study or VET Course of Study, Skills Training Australia will ensure that the withdrawal is effective from the time the notification is received.

Should the student wish to re-enrol at a later stage he/she will be required to formally reapply for admission to the course.

Procedure:

A student may withdraw from a VET Course of Study or Unit/s of Study by completing the *Withdrawal Form* or by providing an email or letter of intention to withdraw.

The Withdrawal Form is available to download from the Skills Training Australia website under the "VET FEE-HELP for Existing Students" tab:

<http://skillstraining.edu.au/vet-student-loans>

Alternatively the student can come in person to reception and ask for the form.

Should the student prefer to send an email or letter of intention to withdraw the following information must be provided:

1. The student's name, CHESSN (if known) and contact details
2. Confirm that the student wishes to withdraw from the Course of Study or specific Unit/s of Study
3. Include the Course of Study name
4. If the student is withdrawing from Unit/s of Study only they must list the relevant units

By submitting a withdrawal confirmation in writing the student understands and declares that:

- The student will discontinue his/her enrolment in the course or Unit/s of Study specified and that the student will need to re-enrol in the unit/s to complete these
- should the student wish to re-enrol in the Unit/s of Study or enrol in subsequent Unit/s of Study after the withdrawal, the student must contact Skills Training Australia and complete a new application form
- All information provided is correct
- The student is providing the authority that his/her records will be amended as indicated in the withdrawal confirmation.

The date the withdrawal request (form, email or letter) is received by Skills Training Australia is the date the student is deemed to have withdrawn from the Course of Study or Unit/s of Study.

Approval Authority:

This Policy is approved by the Skills Training Australia Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- P126 Refund – VET FEE-HELP
- FM144 Withdrawal