

### Purpose:

The purpose of this policy is to confirm that Skills Training Australia determines and publishes census days in line with the VET Student Loans Act 2016 and VET Student Loans Rules 2016.

### Policy Detail:

This policy ensures that Skills Training Australia meets the following guidelines:

- The census days must be set for each approved course;
- Census day is the day the student incurs financial liability for the unit of study;
- Students may cancel their enrolment by the census day without incurring tuition fees or a VET Student Loans debt;
- Tuition fees for the course must be reasonably and proportionately distributed across at least three sequential fee periods and each fee period must contain at least one census day;
- Each census day is at least 20 percent between when that part of the course starts to be provided (*commencement of the term*) and when a student is reasonably expected to complete that part of the course (*completion of the term*);
- The Provider must publish the census days for each course it provides;
- 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 day, and the VET Student Loans – Withdrawal and Deferral or VET Student Loans – Cancellation of Enrolment Policies and Procedures would be followed.

### Procedure:

1. Skills Training Australia determines the commencement and completion dates of each term of the calendar year in accordance to the Victorian Government School Terms as published on <https://www.education.vic.gov.au/about/departments/Pages/datesterm.aspx>.
2. Skills Training Australia utilises the Department of Education, Skills and Employment's census day calculator to determine the 20 percent point of each part of the course.
3. The census day is chosen after the date calculated, ideally the same day of the week for each period, ensuring dates are business days.
4. The census days are published on the website for students to access information prior to enrolment.
5. Should Skills Training Australia need to vary a published census day the change may only occur
  - before the census day
  - does not disadvantage students enrolled in that course
  - is necessary to correct an administrative error or to deal with a change in circumstances

**Approval Authority:**

This document is approved by the Executive Management as indicated with the electronic control copy maintained within the Quality Management System and as such all hard copies need to be verified.

**Documents Referenced:**

- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- PP163A VET Student Loans – Withdrawal and Deferral
- PP169 VET Student Loans – Cancellation of Enrolment