



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.

Principles

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The student will be withdrawn from the course and a refund provided as per the Policy: Re-Crediting a VET Student Loan Debt (PLN07 P) and Process: Withdrawal Management (PLN01.15 WP).

Relevant documents

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)

Relevant legislation and references

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	Version	Date of next review
Director Organisational Services	2	3 years from date of issue