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| **1 Objective** |
| 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 Central Regional TAFE after the census day for the course. |
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| **2 Policy** |
| **2.1** 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. |
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| **3** **Procedures** |
| **3.1** **Cancellation of Enrolment**  3.1.1 The College will inform the student of a proposed cancellation.  3.1.2 The College will provide the student with at least 28 days to initiate grievance / appeals procedures before the cancellation takes final effect.  3.1.3 The cancellation will take final effect only after any grievance / appeals procedures initiated by the student have been completed as per Policy and Procedure for Conducting Student Appeals (OM039P).  3.1.4 The student will be withdrawn from the course and a refund provided as per SA015P Policy and Procedure for VET Student Loan Fee Review, Refund and Recredit, specifically 3.1.3 Special Circumstances. |
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| **Definitions** |
| **Central Regional TAFE** or **the College** – refers to Central Regional TAFE, including all its campuses and delivery centres.  **Census Day** – Census Day cannot be earlier than 20% of the way through the VET Unit of Study.  **VET Unit of Study** – a published unit of study that forms part of a VET Course of Study.  **VET Course of Study** – a structured program consisting of several units of study that lead to an award of a VET Diploma or above qualification. |
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| **5** **References** |
| [VET Student Loans Act 2016](https://www.legislation.gov.au/Details/C2019C00202)  [VET Student Loans Rules 2016](https://www.legislation.gov.au/Details/F2019C00505) |
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| **6 Documentation** |
| Policy and Procedure for VET Student Loan Fee Review, Refund and Recredit (SA015P)  Policy and Procedure for Conducting Student Appeals (OM039P)  Policy and Procedure for Client Complaints (CF010P) |
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| **7 Responsible Officer** |
| Manager Client and Administration Services |