



Policy and Procedure for VET Student Loan Course Enrolment Cancellation (SA016P)

Issue: 1

Date Approved/Endorsed: 22/11/2021

Next Review: 10/08/2024

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.

2 Policy

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

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- 3.1.4 The student will be withdrawn from the course and a refund provided as per Policy and Procedure for VET Student Loan Tuition Fee Review, Refund and Recredit ([SA015P](#)), specifically 3.1.3 Special Circumstances.

4 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.

5 References

[VET Student Loans Act 2016](#)

[VET Student Loans Rules 2016](#)

6 Documentation

Policy and Procedure for VET Student Loan Tuition Fee Review, Refund and Recredit ([SA015P](#))

Policy and Procedure for Conducting Student Appeals ([OM039P](#))

Policy and Procedure for Client Complaints ([CF010P](#))

7 Responsibilities

Responsible Director	Director Organisational Services
Responsible Officer for implementation and monitoring	Manager Client Services
Approved by	Director Organisational Services
Endorsed by	Corporate Executive Committee

8 Revision History *(Planning and Quality Use Only)*

Issue number	Review date	Amendment details