

## VET STUDENT LOANS WITHDRAWAL, DEFERRAL AND CANCELLATION POLICY

<b>Policy / Document Approval Body:</b>	Academic Board
<b>Date Created:</b>	23 February 2022
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation and Compliance Manager
<b>File Location:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
<b>Location on EIT website:</b>	<a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a>
<b>Review Period:</b>	Three years
<b>Revision No:</b>	1
<b>Date of Revision:</b>	13 May 2022
<b>Date Approved:</b>	17 May 2022
<b>Date Commenced:</b>	30 May 2022

### 1.0 Purpose

The purpose of this policy is to define how EIT will manage a student's request to withdraw or defer from their VET Student Loan Course or unit/module in accordance with the [VET Student Loans Act 2016](#) and the [VET Student Loans Rules 2016](#). This policy will also manage the cancellation of a VET Student Loan Approved Course by EIT.

### 2.0 Scope

This policy extends to all EIT staff engaged in the management of VET Approved Courses, as listed in the [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#), students with a VET Student Loan and related stakeholders.

### 3.0 Principles

EIT is committed to the following principles that underpin this policy by ensuring that:

- 3.1** Students withdrawing from an Approved Course or part of an Approved Course on or before the census date for that unit/module, will NOT incur any additional charges imposed by EIT, nor accrue a VET Student Loans debt for that unit/module of study. EIT will confirm the withdrawal by giving notice to the student in writing stating the date at which the withdrawal has taken effect.
- 3.2** Students withdrawing from an Approved Course or part of an Approved Course, after the census date will not incur any charges imposed by EIT but will accrue a VET Student Loan debt. Please refer to the **VET Student Loans Debt Review and Re-Credit Policy** for further information. EIT will confirm the withdrawal by giving notice to the student in writing stating the date at which the withdrawal has taken effect.

- 3.3** If a student withdraws from an Approved Course, or a part of an approved course, EIT will not enrol the student in an approved course or a part of an approved course without the written permission of the student (which must be given after the withdrawal has taken effect).
- 3.4** All students have the opportunity to apply to have their VET Student Loans balance re-credited if they withdraw from a course or part of a course after the census date or have been unable to successfully complete the requirements of the course or part of a course and believe this was due to special circumstances. Please refer to the **VET Student Loan Debt Review and Re-Credit Policy**.
- 3.5** Students may apply to defer their studies:
- 3.4.1** After enrolment as long as the course is completed within a:
- 3-year period for 12-month and 18-month programs
  - 4-year period for 24-month programs
  - 5-year period for 36-month programs
  - 6-year period for 48-month programs
- No additional charges or debt will be incurred to a VET Student Loan for deferral.
- 3.4.2** If a course is not completed within the stated timeframes the student will need to withdraw from their course and re-apply for entry to the course and any credit would need to be assessed for currency in accordance with EIT's **Recognition of Prior Learning Policy**.
- 3.4.3** Students with a VET Student Loan, who do not complete their course within the stated timeframes, can apply for a review of their debt in accordance with the **VET Student Loan Debt Review and Re-Credit Policy**.
- 3.6** When withdrawing or deferring, a final progression form will be triggered from the electronic Commonwealth Assistance Form (eCAF) system. Students have two weeks to respond to the progression form which will advise the Department of Education, Skills and Employment (DESE) of their withdrawal / deferral from the course.
- 3.7** In the rare instance that a course is cancelled by EIT due to insufficient student enrolments or non-availability of lecturers, students will be:
- 3.5.1** notified at least 28 days before the cancellation takes effect, and
- 3.5.2** issued with a statement of attainment for the parts of the course successfully completed
- 3.5.3** advised of the complaints policy and procedure, and
- 3.5.4** allowed to complete any instances of a complaint, before the course is cancelled, and
- 3.5.5** refunded the full amount of fees related to the course cancellation in accordance with the **VET Student Loans Debt Review and Re-Credit Policy**.
- Please refer to the **Course and Unit Discontinuation Policy** for further information on the cancellation of courses or units/modules due to discontinuation.

## 4.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## 5.0 Related Documents:

- Course and Unit Discontinuation Policy.VET
- EIT04 Accurate and Accessible Information Policy
- EIT05 Learners are Informed and Protected Policy
- EIT06 Complaints Policy.VET
- Recognition of Prior Learning Policy.VET
- VET Student Loans Debt Review and Re-Credit Policy
- VET Student Loans Policy
- VET Student Loans Tuition Fees and Charges Policy
- Tuition Protection Policy

## 6.0 Related Legislation

- [\*Age Discrimination Act 2004 \(Cwth.\)\*](#)
- [\*Australian Human Rights Commission Act 1986 \(Cwth.\)\*](#)
- [\*Equal Opportunity Act 1984 \(WA\)\*](#)
- [\*Disability Discrimination Act 1992 \(Cwth.\)\*](#)
- [\*Fair Trading Act 2010 \(WA\)\*](#)
- [\*Freedom of Information Act 1992 \(WA\)\*](#)
- [\*Privacy Act 1988 \(Cwth\)\*](#)
- [\*Racial Discrimination Act 1975 \(Cwth.\)\*](#)
- [\*Sex Discrimination Act 1984 \(Cwth.\)\*](#)
- [\*Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)\*](#)
- [\*VET Student Loan Act 2016 \(Cwth.\)\*](#)
- [\*VET Student Loan Rules 2016 \(Cwth.\)\*](#)
- [\*VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)\*](#)

## 7.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.