



VET Student Loan Course Enrolment Cancellation Policy

Purpose

This policy applies to all students enrolled in a VET Student Loan (VSL) 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 North Regional TAFE after the census day for the course.

Definitions

North Regional TAFE or the College – refers to North 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 – Vocational Education and Training

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.

Policy

VSL course cancellations will be processed in accordance with the [VET Student Loans Act 2016](#) and [VET Student Loans Rules 2016](#), specifically VSL Rule 87 - Processes and procedures for cancellation of enrolment.

Cancellation of Enrolment

- The College will inform the student of a proposed cancellation.
- The College will provide the student with at least 28 days to initiate grievance / appeals procedures before the cancellation takes final effect.
- The cancellation will take final effect only after any grievance / appeals procedures initiated by the student have been completed.
- The student will be withdrawn from the course and a refund provided as per Policy and Procedure for VET Student Loan Tuition Fee Review, Refund and Recredit.



Document owner to complete

Document owner	Manager Client Services	
Responsible committee	Executive Management Team	
Responsible director	Director Organisational Services	
Related policies and documents	Provide a list of hyperlinks to related forms, policies, procedures, legislation, etc VET Student Loans Act 2016 (Cth) VET Student Loans Rules 2016 (Cth)	
If applicable	Document number	Document name
Removal required of superseded policy or other document?	N/A	Not applicable

Executive Officer to complete

Date approved	19/05/2022
Date of next review	19/05/2025

Refer to [Policy Management Framework](#) in order follow approval process for policy including ensuring important areas for consideration are addressed and applicable consultation is undertaken.