

Withdrawal from Study Policy

Policy number: POL-D.032

Responsible officer: Johan Pienaar (Director/CEO)

Date of approval: 9 December 2015

Scheduled review: 12-monthly

Review expiry date: 30 September 2020

Cross references: *Standards for Registered Training Organisations 2015; VET Student Loans Act (2016); Educational Services for Overseas Students Act 2000.*

Policy statement

Flight Training Adelaide (FTA) is committed to ensure quality and accountability in the management of student enrolment and that no financial, administrative or other barriers would prevent entitled students enrolled in a VET course of study from withdrawing before or on a census date. A student may cancel their enrolment from a VET unit of study by withdrawing on or before the census date, in which case the student:

- Will not incur a VETSL debt for that unit of study.
- Will receive a refund for any up-front tuition fee payment on or before the census date for the specified unit of study from which they are withdrawing.
- Will not be charged an additional penalty or fee to allow them to withdraw from a VET unit of study.

Notice of withdrawal: eligible VSL students

Students wishing to withdraw from a VET unit of study or cancelling their request for Commonwealth assistance should inform their training manager of their decision to withdraw by either:

- Email, or
- Form ADM-F.167, available on the Student Intranet.

The training manager will inform relevant staff members by email of the withdrawal.

The Manager Quality and Compliance will ensure students who have given written notice of withdrawal are not enrolled in that VET unit of study or subsequent units of study from the time of notification.

Re-enrolment in a VET unit of study

FTA will not enrol students who have withdrawn from a VET unit of study, in subsequent units of study without written instruction from the student. Students who wish to re-enrol in a VET unit of study have to notify their training manager in writing or by email of a specified return date to training and the unit of study for which VSL is requested.

The training manager will inform relevant staff members by email of the request to re-enrol. The Manager Quality and Compliance will ensure VSL processes and procedures are followed for re-enrolment.

Notice of withdrawal: self-funded local and international students

Students wishing to withdraw from a VET unit of study or cancelling their request for Commonwealth assistance should inform their training manager of their decision to withdraw by either:

- Email, or
- Form ADM-F.167, available on the Student Intra web.

If a student visa holder wishes to cancel their enrolment to go to another education provider, they have to follow the procedures in Section 8.3 of the Student Handbook.

Refund

Refer to POL-D.021 Tuition Refund and Re-Crediting Policy.

Review

The policy will be reviewed every 12 months or more often due to legislation or circumstantial change.



Johan Pienaar
(Chief Executive Officer/Director)