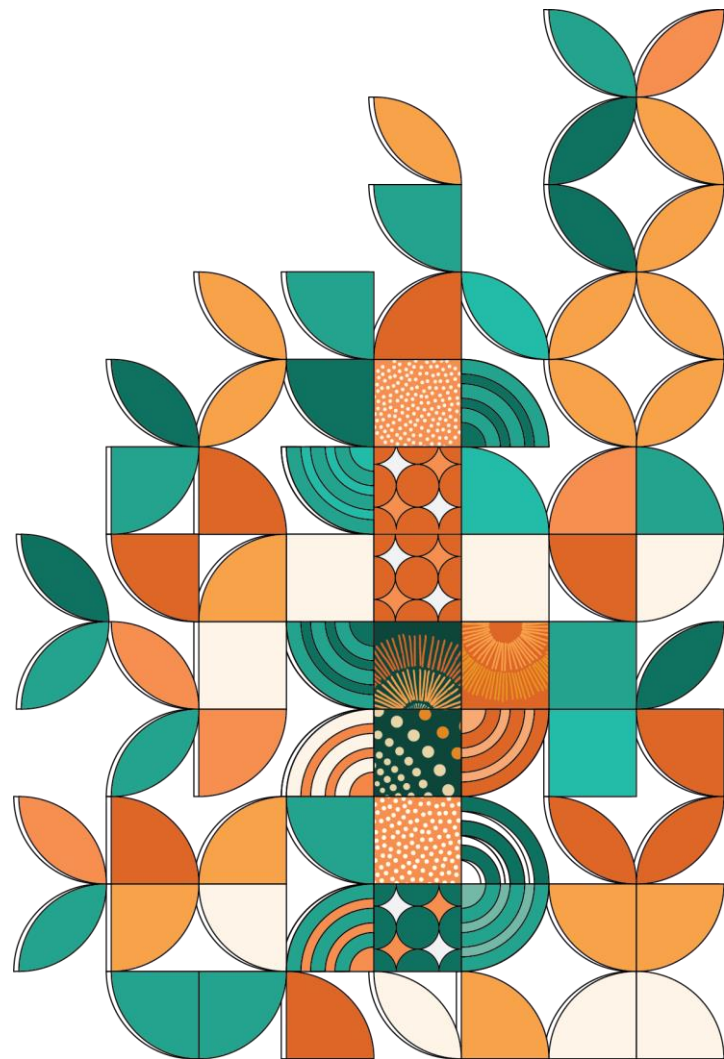


Procedure for Cancelling a Student's Enrolment in a Course



SECTION 1

1. Purpose

- 1.1 This set of procedures for cancellation of student enrolment in an Approved Course complies with the requirement of the VET Student Loans Act and Rules 2016.

2. Scope

- 2.1 These procedures apply to all students and applicants at IHNA that are, or would be, entitled to a VET Student Loan.

3. Definitions

- 3.1 **Approved Course:** a qualification or course of study that has been approved by the Department of Education as eligible for VET Student Loans.
- 3.2 **Students:** refers to all persons enrolled in a unit of study who are, or might be entitled to a VET Student Loan under the Act.
- 3.3 **Census date:** the last day a student may withdraw from a VET unit of study in which they are enrolled without incurring financial liability for tuition fees, a VET Student Loan debt.
- 3.4 **The Act:** refers to the VET Student Loans Act 2016.
- 3.5 **VET unit of study:** a published unit of study that forms part of an Approved course.

SECTION 2

4. Procedure

- 4.1 Where IHNA cancels a student's enrolment in an Approved course, or a part of an Approved course, after the census date for the course, IHNA will:
- Inform the student concerned of the proposed cancellation in writing at the earliest available opportunity; and
 - Allow the student with at least 28 days to initiate grievance procedures before the cancellation takes final effect; and
 - Withhold the cancellation until after any grievance procedures initiated by the student have been completed; and
 - Confirm in writing, which fees, if any, will or will not be refunded as a result of the cancellation;
 - Students will be referred to the grievance procedure when the proposed cancellation is forwarded;
 - This cancellation procedure will be made available to students enrolled or applicants intending to

enrol with IHNA through publication on the website or in written form.

5. Responsibilities

5.1 The Executive Management Committee is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations and is consistent with IHNA’s obligations in regard to the principles of access and equity.

SECTION 3

6. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Access and Equity Policy • Academic Participation and Progress Policy • Refunds and Re-crediting FEE-HELP Balances Policy • International Student Fee Refund Policy • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • IHNA VET Student Loan Manual
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Standards for RTOs 2015 • VET Student Loans Rules 2016
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Department	Finance
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7. Change History

Version Control		Version 3.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.2.0	04/03/2021	Updated with pertinent sections in new template
V.3.0	18/03/2024	Updated in new template and logo