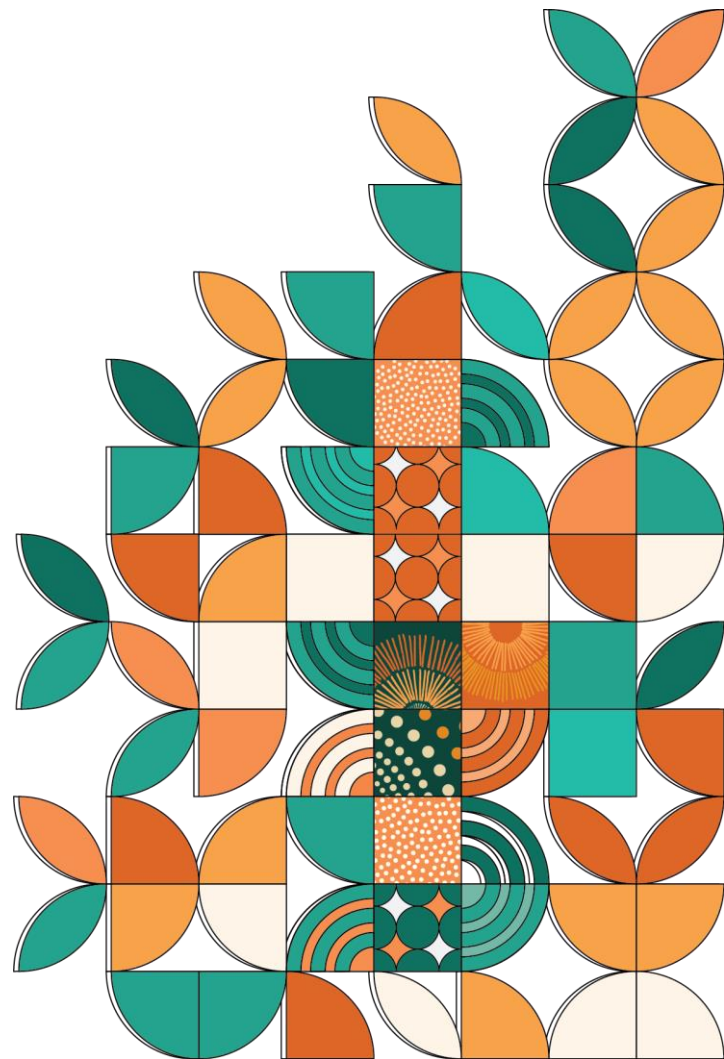


Procedure for Cancelling a Student's Enrolment in a Course



SECTION 1

1. Purpose

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

2. Scope

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

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

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 Outcome Standards for RTOs and is consistent with IHNA's obligations in regard to the principles of access and equity.

SECTION 3

6. Associated Information

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| Related Internal Documents | <ul style="list-style-type: none"> • Access and Equity Policy • Academic Participation and Progress Policy • Academic Participation and Progress Procedure • Admission and Enrolment Policy • Admission and Enrolment Procedure • Student Review Procedures for Re-Crediting Fee Help Balance • Refund Policy • Refund Procedure • 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"> • National Vocational Education and Training Regulator Act 2011 • 2025 Standards for RTOs • Outcome Standards for RTOs • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017 • Australian Core Skills Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled) • Enrolled Nurse Accreditation Standards 2017 |
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| Document Custodian | Chief Financial Officer |
| IHNA DocID | IHNA-CSECP2-3.1 |
| Department | Finance |
| 2025 Standards for RTOs | Outcome Standards for RTOs |

7. Change History

| Version Control | | Version 3.1 |
|-----------------|------------|--|
| Version No. | Date | Brief description of the change, including version number, changes, who considered, approved, etc. |
| V.2.0 | 04/03/2021 | Updated with pertinent sections in the new template |
| V.3.0 | 18/06/2024 | Updated in the new template and logo, moved definitions into the Glossary of Terms |
| V.3.1 | 18/06/2025 | Changed Standards for RTOs 2015 to 2025 Standards for RTOs, Outcome Standards for RTOs |