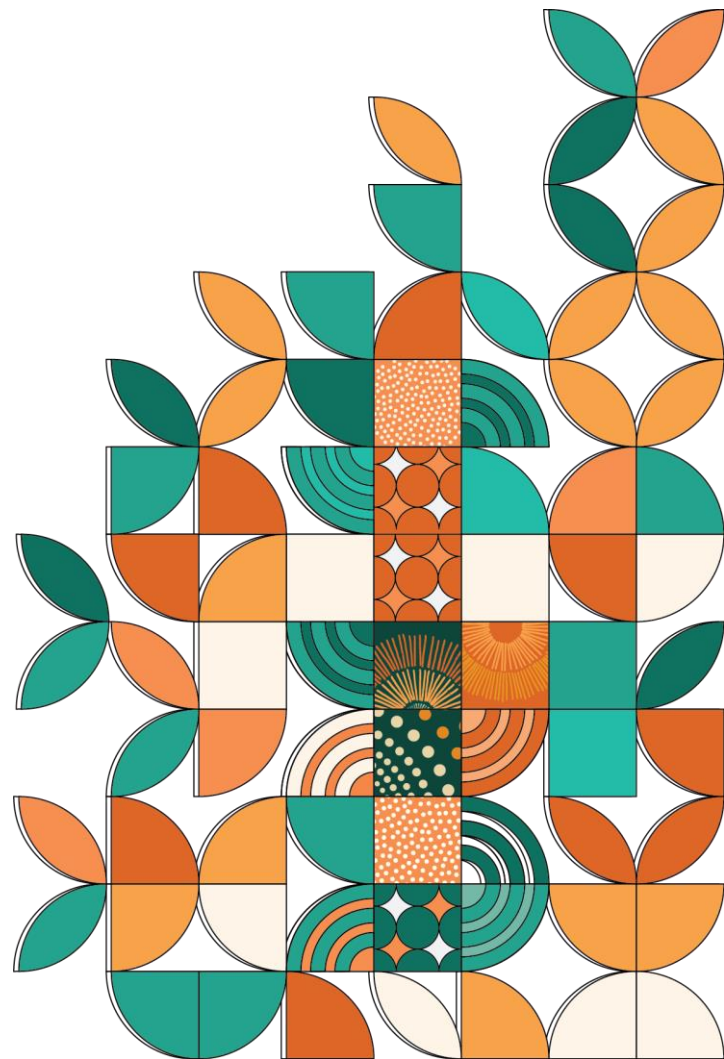


# Procedure for withdrawal from VET course of Study or an Approved Course



## SECTION 1

### 1. Purpose

- 1.1 This procedure ensures the withdrawal of a student from a VET course of study or an approved course is in line with the requirements of the VET Student Loan Act 2016, VET Student Loan Rules 2016 and the Higher Education Support Act 2003.

### 2. Scope

- 2.1 This procedure applies to all students and applicants who are eligible to apply for a VET Student Loan.

### 3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

## SECTION 2

### 4. Procedure

- 4.1 Students who wish to withdraw from an approved course or VET course of study must do so by applying for withdrawal on or before the unit Census Date.
- 4.2 To withdraw from a course or unit of study, a student must complete the Student Withdrawal Form and return this form prior to the Census date to ensure that they do not incur any financial debt.
- 4.3 Students are required to discuss withdrawing from the course or units with their Course Coordinator prior to submitting the Withdrawal form.
- 4.4 Once the Application for Withdrawal has been discussed with the Course Coordinator, the student must complete a course evaluation form and submit it together with the Withdrawal form.
- 4.5 The Application for Withdrawal is reviewed, approved, and signed by the Course Coordinator.
- 4.6 The Withdrawal form is then forwarded to the registrar for checking for any outstanding documents or loan items. Students must also return IHNA property that is in their possession (e.g. student card, loaned items).
- 4.7 A student who withdraws from VET units of study or a course on or before the published census date will not incur a VET Student Loan debt or financial (fines, penalties, or fees) or administrative penalties. There are no other barriers to a student withdrawing, and there will be no withdrawal fees.
- 4.8 Students who withdraw from a VET unit of study or course after the Census Date may apply to have their FEE-HELP balance re-credited if they are able to demonstrate or provide evidence that there were extenuating or unforeseen circumstances that prevented them from completing the unit(s).

- 4.9 Students who have paid their VET tuition fees upfront are eligible for a refund if they withdraw on or prior to the published VET Unit of Study Census Date. If the students withdraw from their course or unit(s) of study after the Census Date, they will not be eligible for a refund.
- 4.10 If a student withdraws from an approved course or VET course of study, IHNA will not, after the withdrawal, enrol the student in another approved course or VET course of study or part of an approved course or VET course of study without the written permission of the student (which must be given after the withdrawal).

## 5. Responsibility

- 5.1 The Executive Management Committee is accountable for ensuring that this policy meets the requirements of the 2025 Standards for RTOs and is consistent with IHNA's obligations in regard to the principles of access and equity.

## 6. Publication

- 6.1 This procedure will be made available to enrolled students or applicants intending to enrol in an approved course or VET course of study through publication on the website and/or in written form.

## SECTION 3

### 7. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Admission and Enrolment Policy</li> <li>• Admission and Enrolment Procedure</li> <li>• Deferral, Leave of Absence, Withdrawal and Suspension Policy</li> <li>• Deferral, Leave of Absence, Withdrawal and Suspension Procedure</li> <li>• Pre-Training Review (PTR) Policy</li> <li>• Pre-Training Review (PTR) Procedure</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• 2025 Standards for RTOs</li> <li>• Australian Core Skills Framework</li> <li>• VET Student Loan Rules 2016</li> <li>• VET Student Loans Manual for Providers, Version 4.2</li> <li>• 2022 Standard VET Funding Contract, Skills First Program</li> <li>• Victorian VET Student Statistical Collection Guidelines -2020</li> </ul>
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<b>2025 Standards for RTOs</b>	Outcome Standards for RTOs

## 8. Change History

<b>Version Control</b>		Version 3.1
<b>Version No.</b>	<b>Date</b>	<b>Brief description of the change, including version number, changes, who considered, approved, etc.</b>
V.2.0	01/09/2023	Revised and Approved in the meeting
V.3.0	01/07/2024	Updated in new template and logo
V.3.1	13/08/2025	Changed Standards for RTOs 2015 to 2025 Standards for RTOs, Outcome Standards for RTOs