

## **Withdrawal Policy for VET Courses**

### **Purpose:**

The purpose of this policy is to outline the process for all students wanting to withdraw from a College course or unit of study from Diploma and Advanced Diploma courses. The policy also provides for the administration of applications for withdrawal.

### **Scope**

This policy applies to VET FEE-HELP and non VET FEE-HELP students enrolled in AIHFE VET courses at Diploma and Advanced Diploma level.

### **Policy**

All applications to withdraw from a VET unit of study must be received in writing, by the Registrar, before any action will be taken.

If a student who has completed a “Request for VET FEE-HELP Assistance” form, withdraws from a subject, including where the student withdraws from the full VET course of study, on or before the census date\*\*, the student will **not** incur a VET FEE-HELP debt for that VET unit.

If a student who has completed a “Request for VET FEE-HELP Assistance” form withdraws from a VET unit of study, including where the student withdraws from the full VET course of study, **after** the census date\*\*, the student will incur a VET FEE-HELP debt for that VET unit.

A student who withdraws from a VET unit of study after the census date can apply in certain circumstances to have their FEE-HELP balance re-credited. Non VET FEE-HELP students need to refer to the complaints, appeals and grievance policy. AIHFE deals with all matters regarding students VET FEE-HELP loans with fairness and equity.

For more information on re-crediting Vet Fee Help please refer to our Re-crediting Vet Fee Help policy.