

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



Institute of Health and  
Nursing Australia

Legal entity: Health Careers  
International Pty Ltd  
ABN: 59 106 800 944  
ACN: 106 800 944  
CRICOS Code: 03386G  
RTO ID: 21985

[www.ihna.edu.au](http://www.ihna.edu.au)



### Purpose

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

### Scope

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

### Definitions

- a) **Approved Course** means a qualification or course of study that has been approved by the Department of Education as eligible for VET Student Loans.
- b) **Census date** means the last day a student may withdraw from a VET unit of study in which they are enrolled without incurring liability for tuition fees.
- c) **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.
- d) **The Act** refers to the VET Student Loans Act 2016 and Higher Education Support Act 2003.
- e) **VET Course of Study** means an eligible course of study in which the VET units of study forming the course meets course requirements for VET FEE-HELP assistance under Clause 45, Schedule 1A of the Higher Education Supports Act 2003.
- f) **VET Unit of Study** means a published unit of study that forms part of an Approved course.

### Procedure

3. Students, who wish to withdraw from an Approved course or VET course of study must do so by applying for withdraw on or before the unit Census Date.
4. To withdraw from a course or unit of study a student must complete the Student Withdrawal Form and return this form prior to Census date to ensure that they do not incur any financial debt.
5. Students are required to discuss withdrawing from the course or units with their Course Coordinator prior to submitting the Withdrawal form.
6. 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.
7. The Application for Withdrawal is reviewed, approved, and signed by the Course Coordinator.
8. 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).
9. A student who withdraws from VET units of study or 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.

10. Students, who withdraw from 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 there were extenuating or unforeseen circumstances that prevented them from completing the unit(s).
11. Students who have paid their VET tuition fees up front 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
12. 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).

### Procedure to re-enrol student who has previously withdrawn from a part of the course undertaken with IHNA

13. Student must complete the course enrolment process.
14. Student will be required to attend a pre-training review and LLN test.
15. Any additional fees and charges will be calculated at time of enrolment. Students may apply for credit transfer/ RPL for previously completed units of study.

### Publication

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

### Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Student Complaints and Appeals Procedure</li> <li>• Access and Equity Policy</li> <li>• Student Participation and Progress Policy</li> <li>• Student Participation and Progress Procedure</li> <li>• Student Handbook</li> <li>• IHNA VET Student Loan Manual</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>• Standards for Registered Training Organisations (SRTO) 2015, Clauses 1.7, 5.4 and 6.1 to 6.6</li> <li>• VET Student Loan Act 2016</li> <li>• VET Student Loans Rules 2016</li> </ul>
<b>Date Approved</b>	04/03/2021
<b>Date Endorsed</b>	12/03/2021
<b>Date of Effect</b>	13/03/2021
<b>Date of Review</b>	12/03/2024
<b>Approval Authority</b>	Executive Management Committee

<b>Document Custodian</b>	Chief Operations Officer
<b>Committee Responsible</b>	Executive Management Committee
<b>PinPoint DocID</b>	ADM-SCAPP-05

### Change History

Version Control		Version 2.0
<b>Change Summary</b>	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
	04/03/2021	Separated Procedure document from Policy, revised and updated with pertinent sections
	10/12/2021	Procedure for re enrolling the students who have previously withdrawn from the courses.