

## VET Student Loans Policies and Procedures

### Withdrawal and Refund Policy for VET Student Loans enabled courses

This procedure sets out the processes and steps associated with an application for **Withdrawal and Refund** in courses offered by Patrick Career's Academy, which are approved under VET Student Loans. This refund policy is in compliance with *s86 and s87 of the VSL Rules*.

### Withdrawal from a VET unit of study / VET course of study [s86 (1) (a) (b)]

Students of PCA who wish to withdraw from a VET unit of study or VET course of study must do so in writing. Please complete withdrawal for VET STUDENT LOANS application form and submit to:

<b>In Person:</b> Academic Director	<b>Post:</b> Level 7/451 Pitt St Sydney NSW 2000	<b>Scan and email to:</b> info@pca.edu.au
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Forms are available from Student Services.

### Refunds – students who are eligible for VET Student Loans

This section is applicable to domestic students who are enrolled in a VET STUDENT LOAN enabled course offered by PCA.

#### In the event of a student withdrawing from a VET unit of study on or before the census date for that unit of study:

- will receive a refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET Student Loan.

#### In the event of a student withdrawing from a VET unit of study after census date for that unit of study:

- will receive no refund of the unit of study fees if they have paid up-front
- will be liable for the full debt for the unit of study if they have taken out a VET Student Loan
- will only be eligible for a refund or reversal of their VET Student Loan under special circumstances.

Once the student has withdrawn, PCA will confirm the withdrawal by entering the student's withdrawal details into the Student Management System and removing them as an enrolled student.

If a student withdraws from an approved course, or a part of an approved course, PCA will not, after the withdrawal, enrol the student in an approved course or a part of an approved course without the written permission of the student (which must be given after the withdrawal). [s86 (3) VSL Rules].

### Special Circumstances

- are listed in the VET Student Loan Information student booklet.  
<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications>



### **Payment of Refunds**

Refunds will be paid within 28 days of the census date of the VET unit of study to which the withdrawal applies.