

VSL WITHDRAWAL AND REFUND POLICY

Version control & document history

DATE	SUMMARY OF MODIFICATIONS MADE	MADE/MODIFIED BY	VERSION
May 2019	Creation of the policy.	B. McPherson	1.0
January 2022	Modified to ensure compliance with Section 86 of the VSL Rules 2016	D. Buchta	2.0

1. PROCEDURE PURPOSE

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

2. WITHDRAWING FROM A VET UNIT OF STUDY / VET COURSE OF STUDY

Students of The College who wish to withdraw from a VET unit of study or VET course of study must do so in writing. Please complete the WITHDRAW FROM VET STUDENT LOANS application form and submit to:

In Person:	By Post:	Scanned and emailed to:
The CEO of Patrick's College Australia	The CEO Patrick's College Australia Level 7/451 Pitt St HAYMARKET NSW 2000	Info@pca.edu.au

Withdraw From VET Student Loans forms are available from Student Services.

Patrick's College Australia will honour a written request by a student to withdraw from an approved course from the day and time that written notification is sent to info@pca.edu.au or received by mail at The College.

3. HONOURING A REQUEST TO WITHDRAW

Patrick's College Australia will not initiate any financial or administrative 'barriers' or deterrence that may result in a student not being able to withdraw from a unit of study on or before a census date.



4. 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 The College.

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

- 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, the student:

- 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 circumstances¹.

Once the student has withdrawn, The College shall confirm the withdrawal by entering the student's withdrawal details into the Student Management System and remove them as an enrolled student.

If a student withdraws from an approved course, or a part of an approved course, The College 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].

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

¹ Special circumstances are re listed in the VET Student Loan Information student booklet.
<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications>

5. STUDENTS SEEKING TO RE-ENROL POST WITHDRAWING FROM A UNIT OR COURSE

If a student wishes to enrol in a part of an approved course where the student had earlier withdrawn from part of the course, the student must notify The College registrar in writing at info@pca.edu.au

Patrick's College Australia will not re-enrol a student into an approved course without the written consent from the student.

Should a student wish to recommence their studies of a unit of study or an approved course with The College, following withdrawing from that unit/course, The College will:

- Recognise all previous course work, including assessments, that the student had completed prior to withdrawing
- Recognise any previous LLN assessments undertaken by the student as part of VSL eligibility
- Recognise all monies paid and amounts owing as part of tuition fees at the time the withdraw request was accepted by The College and
- Ensure that a re-enrolling student's financial obligations towards tuition fees are carried over from pre unit of study/course withdrawal.

End of Policy