Policy Area: External Policies and Procedures
Subject: Student Policies and procedures
Title of Policy: Withdrawal and Re-credit Review Policy
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Revision due: 01/10/2016
Approved by: Steve McNab - CEO

DOCUMENT REVISION

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Change</th>
<th>Approved</th>
<th>Revision Date</th>
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<tbody>
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<td>1.0</td>
<td>Nov 2015</td>
<td>Updated to reflect current practices and legislative requirements under revised standards 2015.</td>
<td>S McNab</td>
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<td>0</td>
<td>30/11/2010</td>
<td>Newbery Consulting</td>
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Purpose

This policy is to guide the process of withdrawals by St Patrick’s Institute of Education student in accordance with the requirements under the Higher Education Support Act (HESA) Schedule 1A.

The procedure must be published, publicly available and up to date.

Scope

This policy is applied to a person who is or has been enrolled, in an eligible VET Unit of Study who withdraws before or after Census Date or where they have not completed the requirements for the VET unit of study.

Exceptions:
- Students who have successfully completed VET Unit/s of Study;
- Full fee paying students who withdraw from VET Unit/s of Study;
- All students in government subsidised courses (those courses that are not VET FEE-HELP funded).
Compliance Reference

- Higher Education Support Act Section 2003 (HESA) – schedule 1A

Background and General Guidelines

Students are provided with information regarding withdrawing from their course via the following methods:

1. During pre-enrolment information session
2. In the Student Handbook;
3. During Orientation
4. On the St Patrick’s Institute of Education website.

Students who request to withdraw from their studies on or before their 1st Census Date will not incur a VET FEE-HELP debt.

Students who withdraw from their studies after a Census Date will incur a VET FEE-HELP debt.

Students who withdraw from their studies after a Census can apply in special circumstances to have their FEE-HELP balance re-credited, or upfront payments refunded. St Patrick’s Institute of Education should advise the student when they withdraw from studies that they may apply, in writing, for a re-credit of their FEE-HELP balance and a remission of their VET FEE-HELP debt. A student cannot apply if they have successfully completed the VET unit/s of study (Refer to the Re-Credit Policy and Procedure)

Students who have enrolled in a unit of study with the St Patrick’s Institute of Education and requested VET FEE-HELP will fall into one or more of the following three scenarios:

<table>
<thead>
<tr>
<th>Census Date Situation Requirements</th>
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<tbody>
<tr>
<td>On or Before Census Date</td>
<td>On or Before Census Date</td>
</tr>
<tr>
<td>The student has: withdrawn from the course; and Not completed the unit of study.</td>
<td>The student does not incur a VET FEE-HELP debt</td>
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<tr>
<td>After Census Date</td>
<td>After Census Date</td>
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<tr>
<td>The student has: withdrawn from the course; and Not completed the unit of study.</td>
<td>The student does incur a VET FEE-HELP debt.</td>
</tr>
<tr>
<td>After Census Date</td>
<td>After Census Date</td>
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<tr>
<td>The student has: withdrawn from the course; not completed the unit of study; provided evidence that special circumstances apply; applied in writing to have their FEE-HELP balance re-credited; and St Patrick’s Institute of Education is satisfied that special circumstances under Schedule 1A to the Act (clause 48) apply.</td>
<td>The student will incur a VET FEE-HELP debt, however in accordance with the requirement of Schedule 1A to the Act (paragraph 46 (2) c) St Patrick’s Institute of Education will re-credit the student’s FEE-HELP balance.</td>
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</tbody>
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Publication: This policy is published externally on St Patrick’s Institute of Education website www.spie.edu.au, Student Handbook.