

TECH SKILLS AUSTRALIA VET LOAN WITHDRAW POLICY AND PROCEDURE

This policy provides information regarding the withdrawal process for VET Student Loans eligible students.

Withdraw Before Census Day

If a student withdraws from a VET Unit of Study prior to or on the census day, the student will not incur a VET Student Loan debt and any upfront payments made for that unit will be refunded.

Withdraw After Census Day

If a student withdrawing from a VET Unit of Study after the census day the student will incur the VET Student Loan debt and any upfront payments made will not be refunded for that unit.

If a student withdraws from a VET Unit of Study, Tech Skills Australia:

- will not enrol the student in a further VET Unit of Study without the student's written permission after the withdrawal; and
- will confirm with the student whether he/she wishes to continue any enrolment in any other VET Unit of Study forming part of the course.

Tech Skills Australia shall not impose financial, administrative or other barriers that would result in a student not being able to withdraw from a VET unit of study on or before the census date. For students wishing to withdraw from a VET Unit of Study or VET Course of Study, Tech Skills Australia shall ensure that the withdrawal is effective from the time the notification is received. Should the student wish to re-enrol at a later stage he/she will be required to formally re-apply for admission to the course.

Withdraw Procedure	
Step 1	To withdraw from a VET Student Loan approved course or unit of study you must make an application using the “Tech Skills Australia VET Loan Withdraw Application Form”.
Step 2	You submit this form to: <ul style="list-style-type: none"> • Via email info@techskillsau.com.au, or • Post to Unit 3, 119 Welshpool Road, Welshpool WA 6106
Step 3	If you, as a student approved for VET Loan, withdraw from a course or unit of study on or before the census date, you will not be enrolled in that course or unit of study from the time of notification. You will not incur a VET Student Loan debt for that unit of study and subsequent units of study.
Step 4	If you are approved for a VET Student Loan approved course or unit of study and withdraw from a unit of study after the census date, you will incur a VET Student Loans debt for that unit(s) of study.

Step 5	If you have incurred a VET Student Loan debt for a unit of study due to a late withdrawal application, you may apply for a re-credit of FEE-HELP balance.
Step 6	For a re-credit, please fill out “TSA Application to re-credit VET FEE-HELP balance.
Step 7	A confirmation letter will be sent to notify you of the outcome of your application to withdraw. TSA shall refund you any tuition fees paid upfront where you withdraw from a unit(s) on or before the census date.

Declaration

By submitting a withdrawal confirmation in writing the student understands and declares that:

The student will discontinue his/her enrolment in the course or Unit/s of Study specified and that the student will need to re-enrol in the unit/s to complete these should the student wish to re-enrol in the Unit/s of Study or enrol in subsequent Unit/s of Study after the withdrawal, the student must contact TSA and complete a new application form.

All information provided is correct

The student is providing the authority that his/her records will be amended as indicated in the withdrawal confirmation. The date the withdrawal request (form, email or letter) is received by TSA is the date the student is deemed to have withdrawn from the Course of Study or Unit/s of Study.