



VET Student Loan Scheme Unit of Study Withdrawal Policy

Process for Withdrawal

A student would need to contact the Education Services Manager in writing as soon as possible if they wish to withdraw from a VET unit of study or want to cancel a request for Commonwealth assistance.

The Education Services Manager would then make time to discuss and help resolve difficulties that might influence a student's decision to withdraw. However, if students have indicated in writing on or before a census date that they are considering withdrawing from a unit of study, Flight One School of Engineering will ensure that they are not enrolled in that VET unit of study or subsequent units of study from the time of notification.

The Education Services Manager is the first point of contact in the withdrawal process, and they will ensure the student completes the Flight One School of Engineering Student Withdrawal Form, which will be kept on the student's file.

Re Enrolment into a VET Unit of Study

Flight One School of Engineering will not enroll students who have withdrawn from a VET unit of study, in subsequent units of study without written instruction from the student. Students who wish to re-enroll in a VET unit of study must notify the Education Services Manager in writing indicating the date of return to training.

Flight One Cancelling a Student Enrolment

Flight One School of Engineering may cancel a student's enrolment in an approved course or part of an approved course, after census day of the course, based on the following reasons including, but not limited to:

- ◆ Misbehaviour by the student (including plagiarism, collusion and cheating)
- ◆ Student fails to pay an amount he or she was required to pay the registered provider to undertake or continue the course as stated in the written agreement
- ◆ Bullying, harassment or another inappropriate behaviour as outlined in this handbook.
- ◆ Where Flight One School of Engineering cancels a student's enrolment, before imposing a cancellation Flight One School of Engineering will inform the student in writing of that intention and the reasons for doing so and advise the student of their right to appeal through the provider's internal complaints and appeals process, at least 28 days before the cancellations take final effect.

Under no circumstances will the withdrawal or cancellation of the student's enrolment take effect until the internal appeals process is completed, unless the student's health or well-being, or the wellbeing of others, is likely to be at risk.