

VET STUDENT LOANS (VSL) – WITHDRAWAL PROCEDURE

Purpose

The purpose of this procedure is to outline the process for students enrolled who wish to withdraw from a VET Student Loan (VSL) approved course or unit of study, under the VET Student Loan Scheme.

Scope

This procedure applies to all students enrolled in an approved VSL course with The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy (SBTA), under the VSL Scheme.

Procedure

Student requests to withdraw from a VSL approved course

A student enrolled under the VET Student Loan Scheme requests to withdraw from a course or unit of study, by completing and submitting a [VET Student Loan Application for Withdrawal Form](#) which is available from SBTA's website. Application must be forwarded to studentservices@sbta.com.au.

Withdrawing within the nominated Census date period

Students seeking to withdraw from a VET course or VET unit of study without incurring a VET Student Loan debt, must complete and submit the VET Student Loan Application to Withdrawal Form, nominating every unit of study the student wants to withdraw from by the census date, including any units for future study periods.

Students that lodge their Application for Withdrawal Form on or before the census date for that unit of study will be granted a withdrawal without penalty, 100% up front tuition fees paid for that unit will be refunded and no VET Student Loan debt is incurred.

Withdrawing outside of the nominated Census date period

Students that lodge their Application for Withdrawal Form after the census date for that unit of study are still liable to pay the upfront tuition fees for that unit of study and will incur a VET Student Loan debt, regardless of whether the student attended any classes or handed in any assessment items.

Fee waiver under extenuating circumstances

Students who withdraw from a unit or units of study after the census date because of serious illness or other extenuating circumstances, can apply directly to SBTA to have their VET Student Loan balance recredited and VET Student Loan debt removed. Students must submit their requests in writing and email it to studentservices@sbta.com.au as soon as possible

Extenuating Circumstances, covering a range of unexpected, extenuating and compassionate circumstances, are those which are outside the control of the student and/or for which there was no opportunity to prepare in advance. For SBTA to be satisfied that extenuating circumstances apply, a student must be able to provide documentary evidence reflecting that the circumstances:

- Were beyond the student's control; and
- Did not make their full impact on the student until on or after the census date; and
- Made it impracticable for the student to complete unit(s) of study

Documentary evidence will be required to support a claim for a request for a fee waiver under special situations and decisions will be made by the SBTA'S Registrar on an individual case by case basis

Student notified of outcome of application to withdraw.

The student will be notified in writing via email of the outcome of their application to withdraw by the Student Services Coordinator. The correspondence will be recorded in the students' s individual files in SBT's student management system (ACAS).