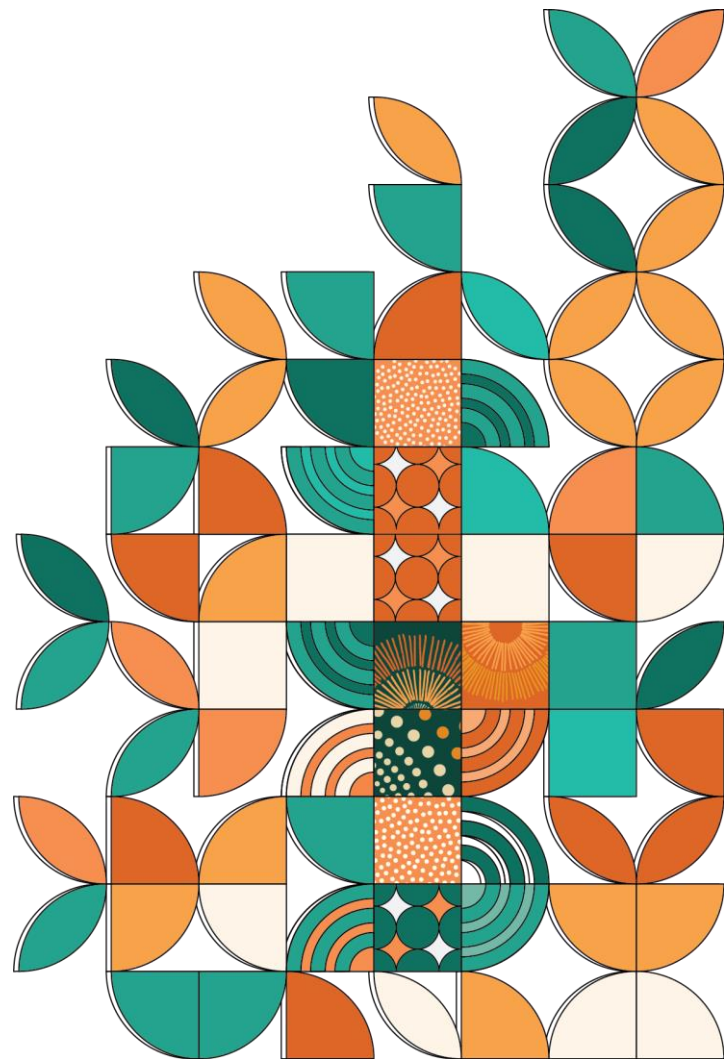


Procedure for Cancelling a Student's Enrolment in a Course



SECTION 1

1. Purpose

- 1.1 This set of procedures for cancellation of student enrolment in an Approved Course complies with the requirement of the VET Student Loans Act and Rules 2016.

2. Scope

- 2.1 These procedures apply to all students and applicants at IHNA that are, or would be, entitled to a VET Student Loan.

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

4. Procedure

- 4.1 Where IHNA cancels a student's enrolment in an Approved course, or a part of an Approved course, after the census date for the course, IHNA will:
- Inform the student concerned of the proposed cancellation in writing at the earliest available opportunity; and
 - Allow the student with at least 28 days to initiate grievance procedures before the cancellation takes final effect; and
 - Withhold the cancellation until after any grievance procedures initiated by the student have been completed; and
 - Confirm in writing, which fees, if any, will or will not be refunded as a result of the cancellation;
 - Students will be referred to the grievance procedure when the proposed cancellation is forwarded;
 - This cancellation procedure will be made available to students enrolled or applicants intending to enrol with IHNA through publication on the website or in written form.

5. Responsibilities

- 5.1 The Executive Management Committee is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations and is consistent with IHNA's obligations in regard to the principles of access and equity.

SECTION 3

6. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Access and Equity Policy • Academic Participation and Progress Policy • Refunds and Re-crediting FEE-HELP Balances Policy • International Student Fee Refund Policy • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • IHNA VET Student Loan Manual
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017 • Australian Core Skills Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled) • Enrolled Nurse Accreditation Standards 2017
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Department	Finance
SRTO2015 Stds and sub section	Standards of RTOs 2015 - Clauses 5.1 to 5.3

7. Change History

Version Control		Version 3.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.2.0	04/03/2021	Updated with pertinent sections in new template
V.3.0	18/06/2024	Updated in new template and logo, Moved definitions into the Glossary of Terms