

# Unit of Study Withdrawal Policy

## VET Student Loan Scheme

Flylink Aviation College (FAC) is committed to making sure that there are no financial barriers that would prevent a student from withdrawing before or on a census date. A student may cancel their enrolment from a VET unit of study by withdrawing on or before the census date, in which case the student:

- Will not incur a VET Student Loan debt for that unit of study.
- Will receive a refund for any up-front tuition fee payment on or before the census date for the specified unit of study from which they are withdrawing.
- Will not be charged an additional penalty or fee to allow them to withdraw from a VET unit of study.

### PROCESS FOR WITHDRAWAL

A student would need to contact the General 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 CEO/HoO would then schedule a 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, Flylink Aviation College (FAC) will ensure that they are not enrolled in that VET unit of study or subsequent units of study from the time of notification.

The CEO/HoO is the first point of contact in the withdrawal process and they will ensure the student completes the Flylink Aviation College (FAC) Student Withdrawal Form, which will be kept on the student's file.

### RE-ENROLMENT IN A VET UNIT OF STUDY

Flylink Aviation College (FAC) will not enrol students who have withdrawn from a VET unit of study, in subsequent units of study without written instruction from the student.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-enrol in a VET unit of study have to notify the General Manager in writing indicating the date of return to training.