

## **PROVIDER CANCELLATION OF ENROLMENT PROCEDURES FOR APPROVED COURSES**

### **Definitions**

**Student:** refers to an eligible student who uses a VET student loan to pay all or part of their tuition fees.

**Course:** refers to a course that has been approved for eligible Students to use a VET student loan to pay for all or part of their tuition fees.

**Tuition Fees:** refers to fees paid for a Course.

**Census Day:** refers to a published date set by an approved course provider for each fee period that is at least 20% of the way through the fee period.

### **1. Provider Cancellation of Enrolment**

Forsythes Training may decide in certain circumstances to cancel a Student's enrolment in a Course or part of a Course after the Census Day for the Course or part of the Course.

The circumstances that may lead to a student's cancellation from a Course or part of a Course are:

- That the student has not meaningfully engaged with the Course or part of the Course prior to the Census Day; and
- Forsythes Training believes the Student does not have a reasonable chance to complete the Course or part of the Course.

Where Forsythes Training has taken a decision to cancel a Student's enrolment Forsythes Training will:

- inform the Student of the proposed cancellation; and
- provide the Student with at least 28 days to initiate grievance procedures before the cancellation takes final effect; and
- provide for the cancellation to take final effect only after any grievance procedures initiated by the Student have been completed; and
- set out the circumstances in which fees for the Course, or the part of the Course, concerned will, or will not be, refunded.

### **2. Publication**

This *Provider Cancellation of Enrolment Procedures for Approved Courses* is made available to Students and persons seeking to enrol with Forsythes Training by publication on the website: [www.forsythestraining.com.au](http://www.forsythestraining.com.au).