



ROYAL VICTORIAN AERO CLUB

Student Course Enrolment Variation

Policy & Procedure

(Standards for Registered Training Organisations (RTOs) 2015)

Policy / Procedure

Policy

This policy applies to student enrolments in Royal Victorian Aero Club (RVAC) Vocational Education & Training Award Courses and provides all staff and students information regarding Student Course Enrolment Variation procedures including withdrawal, cancelation, deferment and suspension. The student is to be advised of RVACs Student Course Enrolment Variation policy and procedure in the Student Handbook and via the RVAC website. A student who wishes to suspend, defer or withdraw enrolment from their course should first consult the Student Administration Manager. The Student Administration Manager will refer the student to the appropriate person for advice accordingly, i.e. – Flight Instructor, Accountant. The discussion is to be recorded and retained in the student file. Should the student still wish to continue with their decision to change their enrolment status it is their responsibility to meet the requirement of doing so in writing.

Students who withdraw from their award course prior to or on the published census date will not incur a penalty and will not be financially liable for course unit of study tuition fees. Students who withdraw from an award course after the census date will be financially liable for tuition fees for that unit of study. Where a student withdraws from a unit of study on or before the census date for that unit, the RVAC will repay to the student any payment of his or her student upfront contribution or tuition fee made on or before that date. It is not necessary for a student to apply for a refund of any upfront contribution or tuition fee as RVAC will automatically ensure this occurs.

A student who withdraws from an award course after the published census date and has not completed the requirements for the VET unit of study may apply in writing for a remission of debt and / or re-crediting of a VET FEE HELP balance under certain special circumstances. Special circumstances apply where they were:

- beyond the person's control; and
- did not make their full impact on the person until on, or after, the census date for the VET unit of study and
- made it impracticable for the person to complete the requirements for the VET unit of study in the period the person undertook, or was to undertake, the VET unit of study

Special Circumstance do not include

- a lack of knowledge or understanding of requirements for VET FEE-HELP; or
- a person's incapacity to repay a HELP debt

Procedure

Students who seek to alter their enrolment status are required to complete and submit a 'Student Course Enrolment Variation' form which is available from the Student Administration Manager and the RVAC website. The completed form may be submitted to the Student Administration Manager in person or electronically to: fly@rvac.com.au. The Student Administration Manager will record the received date and retain the document in the student's personal file. A copy is to be provided to the student for their own records. The student Administration Manager shall notify the relevant Course Coordinator & Trainer of the student's withdrawal. RVAC will accept and process other written, authorised advice notifying of withdrawal of enrolment as long as it provides the information required on the 'Student Course Enrolment Variation' form.

Cancellation of Student Enrolment

Royal Victorian Aero Club may cancel a student's enrolment where he/she has:

- been suspended as a result of general and/or academic misconduct; or
- failed to pay the prescribed fees by the payment date; or
- failed to comply with visa conditions, in the case of an international student studying in Australia; or
- failed to maintain a full-time study load, in the case of an international student studying in Australia, or an inbound study abroad or study exchange student; or
- where the enrolment is contrary to Australian law

Where the suspension or cancellation is initiated by RVAC the student will be informed in writing of this intent and on what grounds and notify him or her that he or she has 20 working days to access the RVAC internal complaints and appeals process and that the suspension or cancellation does not take effect until the completion of that process unless extenuating circumstances relating to the welfare of the student apply.