



RTO Code: 40921

South Coast Academy

SCA VSL 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.

In accordance with the *VET Student Loans Act 2016* and the associated VET guidelines, as an approved course provider, the following policy and procedural document has been created to provide clarity around the providers rights to cancel a Student's enrolment for an approved course (*Section 87, VET Student Loan Rules 2016*).

Provider cancellation of enrolment after the census date

South Coast Academy reserves the right 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;
- SCA believes the Student does not have a reasonable chance to complete the Course or part of the Course and/or
- Expiration of a Student's enrolment (i.e. when the nominal end date for the enrolment/course has lapsed).

Procedure

Where it has been determined that SCA will cancel a Student's enrolment, SCA will:

- inform the Student of the proposed cancellation, in writing; 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.

The grievance procedures are outlined in SCA Hair & Beauty Academy Pty Ltd's [SCA Grievance Policy and Procedures](#).

Publication

This *Provider Cancellation of Enrolment Procedures for Approved Courses* is made available to Students and persons seeking to enrol with SCA by publication on the website: www.scahairandbeautyacademy.com and in the SCA Student Handbook.