



**Procedure for Managing Course Discontinuance,
Higher education and VET Student Loans**

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Name:	Procedure for Managing Course Discontinuance, Higher Education & VET Student Loans (VSL)
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Section 1 – Procedure

1) Procedure for Managing Course Discontinuance – VET Student Loans (VSL)

- In accordance with the VET Student Loans Rules section 91, where an approved VSL course is discontinued by the Academy of Information Technology Pty Ltd (AIT) all current enrolled students will be notified in writing within 2 business days of this decision.
- Within 7 business days of the notification AIT will meet with affected all students. The governments Tuition Assurance Scheme (TPS) will be notified within 7 business days of affected students being notified. notification AIT will meet with affected students within 7 business days from notification. This meeting will take place at the primary delivery site for the course being AIT’s main campus at Ultimo Sydney and will also be offered by video conference for students unable to attend the campus.
- AIT will update its website as soon as practicable reflecting that the course is no longer offered and enrolments are not being accepted. Tuition assurance information will be included.
- AIT will advise the Tuition Assurance Scheme operator in accordance with sections 52 and 53 of the VSL rules. As soon as practicable after receiving notice from the Tuition Assurance scheme operator AIT in accordance with section 73920 of the VSL rules will re-credit the students VET Student Loan balance.

2) Procedure for Providing Training and Assessment Services as a Replacement Course Provider - VET Student Loans (VSL)

In the instance that AIT provides training and assessment services as a replacement provider in accordance with section 92 of the VSL rules, AIT will grant course credit for parts of the original course successfully completed by the student, as evidenced by a Statement of Attainment. AIT will not charge tuition fees for a replacement component of the replacement course.

3) Procedure for Managing Course Discontinuance – VET Student Loans (VSL)

- In accordance with the Threshold Standards for Higher Education Providers 2015, Standard 5.4.1, where a Higher Education qualification is discontinued by Academy of Information Technology Pty Ltd (AIT), all current enrolled students will be advised in writing of this decision explaining its impact upon them and the strategies to manage teach out or transition.
- In the case of teach-out, students will be provided with a plan indicating how this will be rolled out, any changes to current delivery and services, and timelines for completion. Where possible and appropriate, AIT will engage directly with other providers to organize a direct transfer of enrolment for affected students. Where applicable (FEE-HELP students and International students) AIT will advise the governments Tuition Protection Scheme (TPS) in writing within 7 business days of this decision.
- Within 7 business days of notification to the TPS, a meeting will be scheduled for effected students. This meeting will take place at the primary delivery site for the course being AIT’s main campus at Ultimo Sydney and will also be offered by video conference for students unable to attend the campus.
- AIT will update its website advising that enrolments are no longer being taken for the course and will include any TPS information as required. Where applicable AIT will re-credit fees paid in advance by students in accordance with ESOS Act and FEE-HELP loan scheme requirements.

4) Publication

- This procedure is published on the web sites of AIT to ensure students have up-to-date and

accurate information publicly available to them.

Section 2 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
V1.0	01 July 2017	Group Accreditation & Compliance	Group Manager	Development of Group Policy
V1.1	19 May 2020	Group Accreditation & Compliance	Group Manager	Change from VSL only focus to address higher education requirements