



**Procedure for Managing Course Discontinuance
VET Student Loans**

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Name:	Procedure for Managing Course Discontinuance 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 days of this decision. A meeting will be held with all affected students and the Tuition Assurance scheme operator within 7 business days of 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. 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. Further to this, 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 FEE-HELP 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 credits 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) 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