

Cancellation of Enrolment by AIP - Procedure

AIP may cancel a student enrolment on the following instances:

- a. When a student demonstrates serious breach of the Student Code of Conduct
- b. When a student is not progressing in line with their study blocks, i.e. completing a unit depending on their course of study or have not completed the required progression points
- c. When a student is continually absent from scheduled course hours
- d. When a student is continually not responding to any correspondence from AIP
- e. Non-payment of outstanding fees
- f. In the event that a student enrolls on the basis that some or all of the VET tuition fees will be covered by a VET student loan, if the student does not submit an eCAF on or before the census date (or is not approved for a VET student loan) and does not voluntarily pay for the part of the course (i.e. unit) upfront AIP can cancel the student's enrolment for the course in whole or in part on the census day.

Where AIP cancels a student's enrolment in an Approved course, or a part of an Approved course, after the census date for the course, AIP will:

- a. Inform the student concerned of the proposed cancellation in writing at the earliest available opportunity; and
- b. Allow the student with at least 28 days to initiate grievance procedures before the cancellation takes final effect; and
- c. Withhold the cancellation until after any grievance procedures initiated by the student have been completed; and
- d. Confirm in writing, which fees, if any, will or will not be refunded as a result of the cancellation (Refer to our Refund Policy).

Administration Cancellation Procedure

The administrative procedure when a student is cancelled is as follows:

- a. Student Services to e-mail the student concerned regarding their proposed cancellation as soon as possible; and
- b. Refer the concerned student to our Complaints, Appeals and Grievance Policy and Procedure when the proposed cancellation is forwarded.
- c. If after 28 days has passed and no grievance procedures had been initiated by the concerned student, then Student Services will proceed to formally cancel the concerned student via written e-mail.
- d. If the concerned student has initiated any grievance procedures, then Student Services will forward this information to Management and wait for their further instructions.