

VET Student Loans - Student Entry and Course Enrolment Policy and Procedure

Objective: The purpose of this policy and procedure is to implement (detail) a fair and transparent process that Australian Institute of Professionals will abide by, and prospective students and enrolled students will follow when applying for a VET Student Loan for an approved course.

This policy is in accordance with:

VET Student Loans Act 2016

VET Student Loans Rules 2016

VET Student Loans (VSL Tuition Protection Levy) Act 2020

VET Student Loans (Charges) Act 2016

Higher Education Support Act 2003

Last updated: 26 March 2021

Definitions: AIP Australian Institute of Professionals

AIP The Provider Australian Institute of Professionals

VSL VET Student Loans

Policy: This policy applies to all (A) prospective students and (B) enrolled students in full qualifications at Diploma level and above, at all AIP delivery locations (campuses). Prospective students considering enrolment into these courses must be fully prepared and ensure they understand the enrolment rules and obligations. Further information on this specific to VET Student Loans is found on the AIP website > StudentHandbook. AIP will assess students 'Academic Suitability' to ensure the student meets the eligibility requirements and is eligible for a VET Student Loan

1.Academic Suitability

Students must meet with a member of the AIP Careers Team to first discuss the interest in the course, eligibility requirements and participate in a brief interview. To meet the VSL eligibility requirements, you are required to.

- Provide a copy of your Australian Senior Secondary Certificate of Education

(Year 12 Certificate), OR

- Provide a copy of a successful completion of an Australian Qualifications

Framework (AQF) Certificate IV or higher qualification (language must be

English), OR

- Complete the Mandatory Core Skills assessment online (Language, Literacy and Numeracy (LLN) test), to which you must be assessed as competent at

2. Fair and Equal Treatment

The AIP will treat all students and prospective students fairly, by ensuring that inclusivity is incorporated into AIP's culture. We recognise that there may be individual differences and students with needs. These needs are acknowledged, respected and valued. AIP has open, fair and transparent procedures that enable AIP to make decisions on;

- Selection of prospective students in VET qualifications and/or VET Student

Loans Unit of Study

- Treatment of students

AIP may consider that a student be enrolled in an approved course in accordance with an arrangement / agreement that.

- was entered into between AIP, a student's employer / industry body and
- Limits / restricts number of enrolments in each course at discretion of AIP.

Admission into AIP's Diploma of Building and Construction and Diploma of Business prospective enrolments who are 18 years of age or older. Further information can be found in the AIP Access and Equity Policy.

3. Collection and verification of information

AIP is required to collect and verify the following information and documents relating to a prospective student applying for a VET Student Loan, including:

- Information confirming student's identity
 - Full name
 - Address
 - Personal email and phone
 - Tax File Number (TFN)
 - Commonwealth Higher Education Student Support Number (CHESSN)
 - Unique Student Identifier (USI)
- The student's date of birth
- If the student is under 18, information that:
 - One of the signatories to the application is a responsible parent of the student (by submission of the signed parental consent form) or
 - the student has received youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the Social Security Act 1991 (received from the student evidence of this assessment in the form of their Centrelink Income Statement.)
- Information and documents to establish that the student meets the citizenship and residency requirements Further information can be found in the AIP Privacy Policy.

4 Applying for a VET Student Loan

To apply for a VET Student Loan, you must first ensure you meet the eligibility and academic suitability requirements. Enrolment will consist of two (two) components

- AIP Enrolment Procedure
- Commonwealth Assistance Form for VET Student Loan

Once you have completed Step 01 and enrolled in the VET Student Loans approved course with AIP, after two (2) business days and no sooner, AIP will advise the Department of your intention to apply for a VET Student Loan as indicated on your AIP Enrolment Form. The Department will provide you with login details (via your personal email provided in your enrolment form), where you will gain access to the Commonwealth Assistance Form (eCAF).

- eCAF is your official application for a VET Student Loan, and also provides the Department your contact details
- eCAF must be submitted to the Commonwealth at least two (2) days after your enrolment with AIP and before your first Census Day. If you do not submit your eCAF before your first census day, your VET Student Loan will not be activated and your tuition fees will not be covered by the VSL program which may mean you will be liable for the tuition fees payable for that period if the correct Withdrawal Forms are not received by this time also. A census day is the final day you can apply for a VS Loan for that Unit of Study(period), and is the student's responsibility to ensure you are aware of the Census Date and that all required paperwork is submitted. AIP staff that require access to the eCAF system must complete an 'eCAF System Access Request Form' for each staff, signed by the CEO / Authorised Person

5 Electronic communications between Students and Commonwealth

The Secretary will not treat an application by a student for a VET Student Loan made by electronic communication as having been signed by the student if the communication does not contain:

- the student's student identifier (USI under the Student Identifiers Act 2014); and
- the student's TFN (or certificate from the Commissioner stating that the student has applied for a TFN); and
- an acknowledgement by the student that he or she has read and understood the application; and
- a confirmation by the student of the accuracy of the information in the application

6 Student Notices

Notices will be issued to VET Student Loans applicants enrolled in a VET Student Loans approved course as per the below rules as set out in the Act:

- (1) VET Student Loans Statement of Covered Fees
 - (a) Issued prior to the first census day
- (2) VET Student Loans Fee Notice

(a) Issued at least 14 days before Census Day of each Unit of Study

(3) Commonwealth Assistance Notice (CAN)

(a) Issued within 28 days after Census Day of each Unit of Study

Further information can be found in the AIP Student Notices Policy.

7 Student engagement and progression

As part of stronger compliance measures, VET Student Loans eligible students will use the eCAF to demonstrate they are engaged with their training and are genuine students having regard to the factors listed as subsection 5(2) of the VET Student Rule. Students are required to indicate continuing engagement only after at least four (4) months have elapsed since their eCAF application was submitted, or they last indicated engagement. The absence of student engagement will be monitored through compliance procedures and may prompt an investigation of student lack of engagement which may trigger the remission of debts. Progression points will be triggered by AIP at predetermined fixed progression points throughout the year. Demonstration of being a genuine student will be required at the course-level, not at the student-level. That is, a student studying two or more courses concurrently will have two or more loans and be required to complete two progression actions and surveys for both courses. Completion of progressions by students is directly connected to the making of payments. Where a student fails to complete two consecutive progressions or where a student indicates they have completed or withdrawn from their course, the department may take the view that they should no longer be considered a genuine student, and payments will be impacted.

8 Student awareness

In determining if a student is a 'genuine student', a factor that is considered is whether the student has knowledge of the course requirements, cost, and duration of the course. AIP provides students with information prior to enrolment, including tuition fees and other fees applicable to the VSL eligible course, and student rights and obligations when enrolling in a course and applying for a loan. All prospective students will be provided with a VSL Checklist to be completed as part of their Enrolment to confirm their understanding of all key dates, information and rules pertaining to their course and loan.

Compliance: As far as this policy imposes any obligations on AIP, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for Team Members they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are outlined in a Team Member's Employment

Agreement

AIP may unilaterally introduce, vary, remove, or replace this policy at any time in accordance with VSL Legislation, Act and Rules. Team Members who fail to comply with this policy may face disciplinary action and, depending on the severity or in the case of repeated non-adherence with the policy whether intentional or otherwise, this may include termination of employment. Where Team Members witness significant departures from the principles of this Policy by others, they are obligated to report it immediately to their Manager, HR, or an Team Member. Failure to do so constitutes a breach of this Policy & the AIP Code of Conduct. Associated documentation:

- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- VET Student Loans (VSL Tuition Protection Levy) Act 2020
- VET Student Loans (Charges) Act 2016
- VET Student Loans Manual for Providers
- Higher Education Support Act 2003
- Grievance Procedure (External)
- Grievance Policy
- VSL Student Withdrawal Policy and Procedure
- VSL Re-crediting FEE-HELP Balances Procedure
- VSL Student Notices Policy
- VET Student Loans Handbook.