

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.

1. Provider Cancellation of Enrolment

Australasian Beauty Therapy Academy Pty Ltd (Australasian Beauty Therapy Academy) may decide in certain circumstances 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; and
- Australasian Beauty Therapy Academy believes the Student does not have a reasonable chance to complete the Course or part of the Course.

Where Australasian Beauty Therapy Academy has taken a decision to cancel a Student's enrolment Australasian Beauty Therapy Academy will:

- inform the Student of the proposed cancellation; 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.

2. Publication

This *Provider Cancellation of Enrolment Procedures for Approved Courses* is made available to Students and persons seeking to enrol with Australasian Beauty Therapy Academy by publication on the website: www.abtaedu.com.au