

WITHDRAWAL POLICY AND PROCEDURE FOR VET STUDENT LOANS STUDENTS

1. Withdrawal from a VET unit of study or VET course of study

1.1 Domestic students of Australian Airline Pilot Academy Pty Ltd (AAPA) who wish to withdraw from a VET unit of study or VET course of study must do so by completing a *Withdrawal from Unit of Study Form* (obtainable from the AAPA's Flight Crew Notice Webpage: <http://notices.aapa.net.au> and send it to rto@aapa.net.au .

1.2 A confirmation email will be sent to the Student within 48 hours. The Student will be advised if the Student has or has not incurred a debt, date and time of the student's withdrawal, the unit of study, part of a course or whole course from which the student withdrew and the relevant census day, special circumstances requirements and information about the refund of upfront payment.

2. Refunds – Students who are eligible for VET Student Loan Assistance

2.1 In the event of a Student withdrawing from a VET unit of study on or before the Census Day for that unit of study, the Student will not incur a VET Student Loan debt.

2.2 In the event of a Student withdrawing from a VET unit of study after Census Day for that unit of study:

- No refund is applicable, and/or
- The Student will incur a VET Student Loan debt

3. Special Circumstances

Withdrawal Policy and Procedures for Vet Student Loans Students

3.1A Student who withdraws after the Census day for a VET unit of study may apply for special consideration in line with the *Student Review Procedures for Re-Crediting a FEE-HELP Balance*.

4. Termination of enrolment by AAPA

4.1 Under exceptional circumstances AAPA may terminate a Student's enrolment. This would occur under the following circumstances:

- (i) If the Student has shown himself/herself to be, or likely to be, a threat to flight safety or is an endangerment to himself/herself or other members of the AAPA;
- (ii) If the Student has committed any serious violation of AAPA's Code of Conduct or Students Residence Regulations or other Administration Policies; or
- (iii) If the Student has committed an act of serious or wilful misconduct.

4.2 The Student will be informed of the decision to terminate the enrolment with at least 28 days' notice to initiate grievance procedures before the termination finally takes place.

4.3 At the end of the grievance period and when all processes have been finalised, the Student enrolment will be terminated.

4.4 Upon termination, AAPA reserve the right whether to refund any portion of the course fee. AAPA also reserve the right not to credit the Student FEE-HELP debt.

5. Re-enrolment in a VET unit of study

5.1 Student who wish to re-enrol in a VET unit of study have to complete the *Re-Enrol in a Unit of Study* form and email it to rto@aapa.net.au

6. Publication

5.1 This refund policy will be made available to Students at AAPA Flight Crew Notices Webpage <http://notices.aapa.net.au> and persons seeking to enrol with AAPA by publication on its website: www.aapa.net.au. The refund policy will be included as part of the Enrolment Kit.