

STUDENT LOANS POLICY (IN ACCORDANCE WITH H&H REGULATIONS)

Scope:

This policy has been developed to protect the interests and reputation of H&H Accredited Training ('the business') and to provide information on student loans under the VET Student Loans (VSL). H&H will manage any fees payable and all applicable refunds within the framework of the VET Student Loans payment option. H&H will undertake this in accordance with the requirements of the VET Student Loans Act 2016 and the associated legislative instruments.

Purpose:

This policy applies to all students eligible for a VET Student Loan, who will be undertaking a Diploma course through H&H. To qualify for the VSL, the student must meet all the criteria that is established in the policy.

Guidelines:

H&H applicants who are eligible for VSL have met the minimum requirement as follows:

- They are undertaking study for an approved, funded course
- They will be studying with an approved provider (H&H Accredited Training Australasia Inc)
- They will confirm their commencement and progression to be able to access the VSL throughout their course
- They will have applied to the Federal Government using the approved application form

H&H has developed this policy understanding that the VSL is an agreement between the individual student and the Federal Government. Each student will need to meet the loan eligibility and the academic requirements prior to being confirmed as eligible for VSL.

Census day explained:

A census day is a date by which a student's enrolment in the course or part of the course can be cancelled without the student incurring tuition fees for the course or part of the course [Act s 58(3)].

'Opting in to continued access to VET FEE-HELP:

- *To minimise disruption to existing students enrolled in and receiving VET FEE-HELP assistance for VET courses prior to 1 January 2017, a phased approach is being taken to transition from the former VET FEE-HELP scheme to the new VET Student Loans program*
- *Students wishing to continue their studies under the existing VET FEE-HELP arrangements for units of study with **census dates** before 31 December 2017 will need to opt-in through an online form to let the department know they wish to continue to access VET FEE-HELP assistance for the course.*
- *All current VET FEE-HELP students will be contacted by the department where records indicate the student has not completed their course. Contact will be made via postal or electronic mail, with students who have an email address being contacted first.*
- *The department will send students that do not have an email on our records, a letter by post.*
- *On completing the online opt-in form, a confirmation email will be sent to the student. The student must provide a copy of this confirmation email to their VET FEE-HELP provider for their records. The provider will then conduct further eligibility checks to ensure the student meets all their course requirements.*
- *For further information, visit www.education.gov.au/vet-student-loans/vet-fee-help-opt-in*

Ref: VET Student Loan Information Booklet 2017

Fee Structure:

The fees for eligible courses, under the VET Student Loans, are charged by Units of Study (UoS). Each course has a minimum of 3 Units of Study, with all payments placed across the length of the course.

Each UoS has a census day, and this day is set at no less than 20% into the UoS. Each student will be sent a VET Student Loan Fee Notice to their personal email address, 14 days before each census day, indicating their fees and their census days.

Each student's debt is incurred on the day after their census day. After a census day has passed, H&H will send the student a Commonwealth Assistance Notice (CAN) for their UoS. This notice will provide the student with all relevant information about their debt, including the loan fee if applicable.

Fees are charged by units of study spread over eight fee periods across the duration of the course. A census date is set for each unit of study, no less than at 20% into the period of the unit of study. The date after a VET Student Loan debt is incurred is the census day, from that day fee payments are non-refundable.

Repayments of loans are managed through the Australian Taxation Office (ATO), once a student's income is above the compulsory repayment threshold. *The lifetime loan limit and the repayment threshold are set by the Commonwealth and reviewed each year. See Commonwealth StudyAssist website, <http://studyassist.gov.au>.*

There may be a gap between the course fee and the loan that the Federal Government will allow for a particular course (the loan cap), which the student will need to pay.

H&H will inform the student if there is a gap payment when they inquire about an individual course; H&H will also provide information about other payment options that may be available.

Studying part time:

VET Student Loans are available for part-time, as well as full-time, study.

Fee reduction for Credit Transfer or RPL for previous learning:

Where a student has completed previous studies, they should discuss any options for a fee reduction with an H&H staff member or trainer before enrolling.

The student should inform an H&H staff member or trainer, if they have any existing experience in the area they are studying, to confirm if they qualify for Recognition of Prior Learning (RPL), which means the amount of study may be reduced and the fees may also be lower.

Failure of a unit:

If a student fails a unit they still have to pay the debt for that unit, regardless of whether they attended any classes, or they choose to repeat the unit. If the student decides to undertake that unit again, they will be required to pay for that unit a second time.

*Note 1: If there are special circumstances that meant you were unable to complete your unit, you may be able to apply for a remission of your HELP debt under the special circumstances provisions. See the *Cancelling* a HELP debt under 'Special Circumstances'* page for more information.*

*Note 2: If your VET FEE-HELP provider engaged in unacceptable conduct leading to your VET FEE-HELP debt, see the *Cancelling* a VET FEE-HELP debt-unacceptable provider conduct* page for more information.*

Ref: <http://studyassist.gov.au/sites/studyassist/helpfulresources/faqs/pages/faqs#Faq1918>

What happens to the VSL debt if a student moves overseas?

On 1 July 2017, the Federal Government passed legislation that requires all HELP debtors, that relocate overseas, to make compulsory HELP repayments.

The student must notify the ATO before travelling (or within 7 days of leaving Australia) where the student has the intent to move overseas for around 6 months, or more, in any 12 month period.

Ref: StudyAssist website, <http://studyassist.gov.au>

Version Dates	Policy Version 1 approved 15 March 2018
Review Date	Version 1 will be reviewed as policies are updated
Approved by	CEO: Susan Ellis Hill General Manager: Kate Lovett
Relevant to	All staff; trainers and assessors; students

Risk Rating (Please highlight the appropriate risk level):

5 = High Risk

4 = Medium Risk

3 = Medium to Low Risk

2 = Low Risk

1 = Very Low Risk or N/A