



ROYAL VICTORIAN AERO CLUB

STUDENT COURSE ENROLMENT VARIATION

Policy & Procedure

1. Policy

This policy applies to student enrolments in Royal Victorian Aero Club (RVAC) Vocational Education & Training Award Courses and provides all staff and students information regarding Student Course Enrolment Variation procedures including withdrawal, cancelation, deferment and suspension. The student is to be advised of RVACs Student Course Enrolment Variation policy and procedure in the Student Handbook and via the RVAC website. A student who wishes to defer, cancel or withdraw enrolment from their course should first consult the Student Administration Manager. The Student Administration Manager will refer the student to the appropriate person for advice accordingly, i.e. – Flight Instructor, Accountant. The discussion is to be recorded and retained in the student file. Should the student still wish to continue with their decision to change their enrolment status it is their responsibility to meet the requirement of doing so in writing preferably using the Course Enrolment Variation Form.

Students wishing to defer ideally should do so prior to commencement of course or course unit of study. A student may defer their course or course unit of study commencement on two occasions only, for a period up to twelve months to guarantee a place. A student must respond to enrolment / re-enrolment notification by the nominated date or the offer will be withdrawn.

If the student elects not to enrol in the next relevant course or course unit of study within twelve months, they will forfeit their place and will be required to re-apply should they wish to enrol at a later date.

Students who withdraw from their award course prior to or on the published census date will not incur a penalty and will not be financially liable for course unit of study tuition fees. Students who withdraw from an award course after the census date will be financially liable for tuition fees for that unit of study. Where a student withdraws from a unit of study on or before the census date for that unit, the RVAC will repay to the student any payment of his or her student upfront contribution or tuition fee made on or before that date. It is not necessary for a student to apply for a refund of any upfront contribution or tuition fee as RVAC will automatically ensure this occurs. The effective date of submission is the date the 'Student Course Enrolment Variation Notification' is received by RVAC.

A student who withdraws from an award course after the published census date and has not completed the requirements for the VET unit of study may apply in writing for a remission of debt and / or re-crediting of a VET Student Loan balance under certain special circumstances. Special circumstances apply where they were:

- beyond the person's control; and
- did not make their full impact on the person until on, or after, the census date for the VET unit of study and
- made it impracticable for the person to complete the requirements for the VET unit of study in the period the person undertook, or was to undertake, the VET unit of study

Special Circumstance do not include

- a lack of knowledge or understanding of requirements for VET Student Loan; or
- a person's incapacity to repay a VETSL debt
- Academic difficulties

2. Procedure

Students who seek to alter their enrolment status are required to complete and submit a 'Student Course Enrolment Variation Notification' form which is available from the Student Administration Manager and the RVAC website. The completed form may be submitted to the Student Administration Manager in person or electronically to: training@rvac.com.au, or via express or registered post. The Student Administration Manager will record the received date and retain the document in the student's personal file. A copy is to be provided to the student for their own records. The Student Administration Manager shall notify the relevant Course Coordinator & Trainer of the student's withdrawal. RVAC will accept and process other written, authorised advice notifying of withdrawal of enrolment as long as it provides the information as required on the 'Student Course Enrolment Variation' form.

Cancellation of Student Enrolment

Royal Victorian Aero Club may cancel a student's enrolment where he/she has:

- has neglected to submit an eCAF (electronic Commonwealth Assistance Form)
- been suspended as a result of general and/or academic misconduct; or
- failed to pay the prescribed fees by the payment date; or
- failed to comply with visa conditions, in the case of an international student studying in Australia; or
- failed to maintain a full-time study load, in the case of an international student studying in Australia, or an inbound study abroad or study exchange student; or
- where the enrolment is contrary to Australian law
- Contravention of CASA regulations, including air safety aspects
- Behaviour leading to suspension or expulsion from the RVAC in accordance with the Club's Memoranda, Rules and Bylaws.
- Proven cheating.
- Action leading to formal charges laid by police or other agencies

Where the suspension or cancellation is initiated by RVAC the student will be informed in writing of this intent and on what grounds and notify him or her that he or she has 28 working days to access the RVAC internal grievance / complaints and appeals process and that the suspension or cancellation does not take effect until the completion of that process unless extenuating circumstances relating to the welfare of the student apply.

International Students

Withdrawal / Cancellation of enrolment will affect your student visa. Please contact the Department of Home Affairs for visa information prior to submitting this form. Contact DHA by telephone on 131 881 or through their website at www.immi.gov.au. International Students who have been enrolled with RVAC for less than six months and wish to transfer to another provider must complete a Release Request Form. Application for Release must be made at the same times as submitting the Course Enrolment Variation Form.

(Ref: Standard for RTOs 2015 Standard 5)

Version	Summary of changes	Author	Approved by	Effective Date
1.0.0	Initial approval	Brendan Burnett (BM)	John Stuart Rushton(CEO)	1/11/2010
1.1.0	Updated to reflect CRICOS compliance	Jeannine Kittle (RTO C & SA)	John Stuart Rushton(CEO)	1/11/2014
1.2.0	Updated to reflect reference to VET Student Loans	Jeannine Kittle (RTO C & SA)	John Stuart Rushton(CEO)	1/6/2016
1.3.0	Updated to reflect reference to VETSL debt	Jeannine Kittle (RTO C & SA)	John Stuart Rushton(CEO)	1/6/2019
1.4.0	Updated to reflect change in policy regarding timeframe allowed for deferral	Jeannine Kittle (RTO C & SA)	John Stuart Rushton(CEO)	10/10/2019

**STUDENT INFORMATION**

Name:		
Date of birth:	ARN:	Student No:
Current address:		
City:	State:	Post Code:
Contact details	Home: Work:	Mobile: Email:
Domestic Student ☐	International Student ☐	
I hereby notify Royal Victorian Aero Club of my decision to withdraw ☐ defer ☐ my enrolment from the following course		
COURSE CODE	COURSE NAME	
AVI	Diploma of Aviation ()	
Date to be Effective from	/ /	
Anticipated re-enrolment	/ /	Anticipated Unit of Study

MY REASON IS			
☐	Academic difficulties	☐	Family Commitments
☐	Course unavailable this semester	☐	Travelling Overseas / Interstate
☐	Dissatisfaction with program	☐	Medical
☐	Support Difficulties	☐	Personal
☐	English Language Difficulties	☐	Visa not granted
☐	Tuition Fees too expensive	☐	Other
☐	Financial Hardship	☐	Work Commitments
International Students only			
☐	Transfer to other provider after completing 6 months	☐	Transfer to other provider prior to completing 6 months (Copy of LoO from new provider required)

Accessed VET Student Loans:	☐	Yes	☐	No
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STUDENT DECLARATION	
☐ I have read and understand Page 2 of this form and the Course Enrolment Variation Policy.	
☐ I understand I must retain a signed copy of this form as evidence of submission.	
☐ I understand that I will remain liable for VET student Loan Debt if I do not formally cancel my program prior to or on the relevant published census date. (if applicable)	
Date:	
Student Signature	

OFFICE USE	
Date Received	Date Approved
Signature of RTO Representative	
Named of RTO Representative	
☐ Student has been provided with a copy of this form: via: Date:	
☐ Student Management System updated: Date: ☐ eCAF progressions created: Date:	
☐ Transcript of Results required	☐ Statement of Attainment required
☐ Notification to staff: Date:	

Please consult the Student Administration Manager if you are considering withdrawing or cancelling your enrolment

Please ensure you have read Royal Victorian Aero Clubs Enrolment Information & Course Enrolment Variation Policy prior to completing this form.

Effective Date

The effective date of submission is the date this form is received by RVAC.

Financial Liability

Failure to withdraw or cancel enrolment prior to or on the relevant published census date will result in the student remaining liable for all course fees and/or the amount of VET Student Loan Assistance requested. (Where applicable)

Refunds & Remissions

Please refer to RVAC's Refund & Remission Policy if the date of your withdrawal is prior to or on the relevant published census date and /or you have made an upfront payment of course fees. (Where applicable)

Centrelink benefits

Students receiving Centrelink benefits are advised to contact Centrelink to determine the impact of their deferral or withdrawal.

International Students

Withdrawal / Cancellation of enrolment will affect your student visa. Please contact the Department of Immigration and Border Protection for visa information prior to submitting this form. Contact DIBP by telephone on 131 881 or through their website at www.immi.gov.au. International Students who have been enrolled with RVAC for less than six months and wish to transfer to another provider must complete a Release Request Form. Application for Release must be made prior to submitting the Course Enrolment Variation Form.

Form Submission

You are advised to retain a signed copy of this form as evidence of submission, this form may be submitted in person, via email: training@rvac.com.au, or via express or registered post: First Avenue Moorabbin Airport, Mentone, Vic. 3194