



Queensland College of Music Pty Ltd

VET STUDENT LOAN POLICY

WITHDRAWAL FROM A QUALIFICATION

Policy Purpose

This policy outlines the policy and process for a VET Student Loans funded student who is withdrawn from a QCM qualification course. This can include withdrawal by the student's choice or QCM's choice due to not meeting a defined requirement or misconduct.

This policy also covers a student returning to study where eligible. This policy applies to all QCM students studying an approved VET Student Loans course and using VET Student Loans to help fund the course fees. QCM offers pathways for students to withdraw from study within specified time periods without penalty, this includes allowing a student to return to study the same course at the point from which they had withdrawn.

Withdrawal process and form

Students can withdraw at any time by completing and submitting and dating the online withdrawal form. Receipt of withdrawal will be provided to the student in writing via email on the day it is lodged.

Withdrawal and payment of fees

A student withdrawing on or before a study period census date will not incur any tuition fee debt for that study period including any additional fees for that study period.

A student may still withdraw after a study period census date, however all fees incurred for tuition for that study period will be noted as owing and will need to be paid as part of the VSL. QCM will not charge a withdrawal fee, administration fee or any penalty for withdrawing.

Student re-enrolling into the same course from which they had withdrawn will not be penalised. Re-enrolment requires the written permission of the student.

If the qualification has been superseded the student will need to re-enrol in the new qualification but will receive credit for units that are equivalent to the superseded units of competency.

Cancellation of a student's enrolment

QCM reserves the right to cancel a student's enrolment if the student behaviour causes damage to property or endangers the health and safety of others at the College. QCM will provide at least 28 days for the student who is accused of misconduct to initiate grievance procedures before the cancellation takes effect.

If a student is removed prior to a study period census day the student will not incur tuition fees for that study period.