

VET STUDENT LOAN POLICY

ENROLMENT POLICY



Policy Purpose

This policy outlines the requirements for prospective students wishing to enrol into an approved qualification with Queensland College of Music (QCM) and to access a VET Student Loan (VSL) through the Department of Education, Skills and Employment.

Pre-enrolment procedures

QCM requires prospective students to attend an audition to ensure that the Diploma of Music is appropriate for their current skills and academic ability. An audition application is available online. Student rights and responsibilities are outlined in the online QCM Handbook which should be accessed prior to enrolment.

VET Student Loan Information

QCM is a Commonwealth approved provider for VET Student Loans for **CUA50820 Diploma of Music**. VSL is a loan program available through the Australian Government to help eligible students pay tuition fees within approved courses with approved providers.

VET Student Loan Eligibility

To be eligible for VSL at Queensland College of Music (RTO 40821) a student must meet the following requirements:

- have submitted an audition and enrolment form to QCM and received written confirmation of acceptance to study **CUA50820** Diploma of Music .
- be an Australian citizen or a qualifying New Zealand citizen or a permanent humanitarian visa holder.
- provide information about the student's identity and date of birth which is to be verified by QCM.
- be 18 years old or older.
- have a Unique Student Identifier (USI)
- meet academic suitability requirements by providing:
 - a copy of Year 12 Certificate,
 - evidence of successful completion of AQF Certificate IV

(if neither of the above are available, QCM will provide access to an approved Language, Literacy and Numeracy (LLN) test, and will require competency at Level 3 in the demonstrated Australian Core Skills Framework in both reading and numeracy.)

QCM uses the Core Skills Profile for Adults LLN Tool

The test will be undertaken at QCM under supervision to ensure its integrity. On completion of the approved test, competency achieved in reading and numeracy will be reported to the student within three days and to the Secretary in the form and time requested by the Secretary for VSL. Students not meeting eligibility requirements will not be approved for a VSL.

Processes and Procedures relating to VSL applications.

A VET Student Loan is an agreement between the student and the Australian Government. Prior to commencing an approved course at QCM, the student will be provided with information to enable them to assess their eligibility.

Students enrol in **CUA50820** Diploma of Music and two days after confirmation of enrolment by QCM, the student can decide if they wish to pursue a VSL.

QCM will advise the government that the student is to apply for a VSL.

The government will email the student login details and passwords to access the electronic Commonwealth Assistance Form (eCAF) and the student will complete the loan application process. The application must be submitted before the first census day of the course. The census day is the last day a student can apply for a loan for the fees for that period. Students not submitting eCAF by the census date outlined by QCM the student will be liable for the tuition fees payable for that fee period.

During the application process the student will need to provide a Tax File Number.

Processes relating to tuition fees.

1. Tuition fees are charged by unit of study over four fee periods, with payments spread proportionately across the duration of the course.
2. Once enrolled but prior to the first census day, QCM will provide a student with a **Statement of Covered Fees** confirming that enrolment has been accepted and the amount of the course tuition fees that will, and will not, be covered under a VET Student Loan.
3. Post enrolment, QCM will provide students with a VET Student Loan Notice fourteen days before each of the following three census dates. This notice will outline the fees for the following fee period.
4. Students withdrawing enrolment on or before the census day will not incur the tuition fees for that fee period. After the census day has passed and students have submitted the Commonwealth Assistance Form (eCAF), QCM will forward a **Commonwealth Assistance Notice** that provides information about the VSL debt no later than 28 days after the census date for a unit of study which is passed.

Engagement and progression

Students will be required to confirm engagement and progression in the course and confirm their wish to continue to use the VSL to pay tuition fees for the course using eCAF. Failure to complete the engagement and progression process will prevent VSL being available for tuition fees. A student withdrawing from a Diploma of Music supported by VSL will be offered an opportunity to undertake another qualification that is within the scope of registration for QCM. Enrolment will therefore be required and approved prior to the student commencing studies. A student enrolled in a replacement course is not charged tuition fees for a replacement component of the replacement course.

