



PROVIDER CANCELLATION OF ENROLMENT PROCEDURES FOR APPROVED COURSES

Definitions

Student: refers to an eligible student who uses a VET student loan to pay all or part of their tuition fees.

Course: refers to a course that has been approved for eligible Students to use a VET student loan to pay for all or part of their tuition fees.

Tuition Fees: refers to fees paid for a Course.

Census Day: refers to a published date set by an approved course provider for each fee period that is at least 20% of the way through the fee period.

1. Provider Cancellation of Enrolment

Fox Endeavours Pty Ltd trading as Fox Education and Consultancy may decide in certain circumstances to cancel a Student's enrolment in a Course or part of a Course after the Census Day for the Course or part of the Course.

The circumstances that may lead to a student's cancellation from a Course or part of a Course are:

- That the student has not meaningfully engaged with the Course or part of the Course prior to the Census Day; and
- Fox Education and Consultancy believes the Student is unlikely to meet the requirements of the course, under specific circumstances, to be "at risk" of unsatisfactory academic progress.

Where Fox Education and Consultancy has taken a decision to cancel a Student's enrolment Fox Education and Consultancy will:

- inform the Student of the proposed cancellation; and
- provide the Student with at least 28 days to initiate grievance procedures before the cancellation takes final effect; and
- provide for the cancellation to take final effect only after any grievance procedures initiated by the Student have been completed; and
- set out the circumstances in which fees for the Course, or the part of the Course, concerned will, or will not be, refunded.

2. Publication

This *Provider Cancellation of Enrolment Procedures for Approved Courses* is made available to Students and persons seeking to enrol with Fox Education and Consultancy by publication on the website: www.fox.edu.au.

Document Name:	Provider Cancellation of Enrolment Procedures for Approved Courses	Created By:	Administrator
Revision:	1.1	Approved By:	Administrator
Revision Date:	22-01-2021	Document Location:	NovaCore CMS\SRTO
2015\Procedure			
Review Date:	19-05-2023		