WITHDRAWAL PROCEDURE
for
VET FEE-HELP STUDENTS
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What happens if I withdraw from a unit?

a. Before the census date

If you withdraw from a VET unit of study on or before the census date for that unit of study, 100% tuition fees paid for that unit will be refunded and no VET FEE-HELP debt is incurred.

b. After the census date

If you withdraw from the unit after the published census date, you are still liable to pay the tuition fees of that unit of study and will incur a VET FEE-HELP debt, regardless of whether you attended any classes or handed in any assessment items.

If you withdrew from the unit of study after the census date because you became seriously ill or because of other special circumstances, you can apply to have your FEE-HELP balance re-credited and your VET FEE-HELP debt removed. Contact Aurora Training Institute directly for information on the application process. (See Special Circumstances below).

For more information, refer to the Refund Policy in Section 8: 4.1 – 4.2.13 of the Student Handbook.

How do I withdraw?

To withdraw from a VET FEE-HELP eligible course or unit of study without incurring a VET FEE-HELP debt, you need to complete the formal withdrawal application form for every unit of study that you want to withdraw from by the census date, including any units for future study periods.

NOTE: Withdrawal must be made in writing and submitted to Student Services in time for it to be delivered and processed by the census date.

You should keep a copy of your withdrawal documentation as confirmation that you completed the correct procedure.

Contact Aurora Training Institute to ensure you withdraw your enrolment by the census date and in accordance with the required procedures to avoid incurring the cost or debt of the unit.

When a student fails a unit of study

A student still has to pay the debt if they fail a unit of study, regardless of whether they attended any classes. They are also required to pay for that unit a second time if they choose to enrol in it again. If special circumstances apply (see below), the student may apply to Aurora Training Institute for their FEE-HELP balance to be re-credited, or their VET FEE-HELP to be debt removed.

Special circumstances

If you withdraw from a unit after the census date due to serious illness, or for other special circumstances, you can apply to Aurora Training Institute to have your FEE-HELP balance re-credited and your VET FEE-HELP debt removed.

If you withdraw from a unit after the census date because you changed your mind about studying, you will still be required to repay your VET FEE-HELP debt.
For Aurora Training Institute to be satisfied that special circumstances apply to you, you must be able to prove that the circumstances:

- Were beyond your control
- Did not make their full impact on you until on or after the census date, and
- Made it impracticable for you to complete your unit(s) of study.

Documentary evidence will be required to support your claim for Special Circumstances, and decisions will be made on an individual basis.

If Aurora Training Institute makes the decision not to re-credit a student’s FEE-HELP balance, the student then has the right to apply for a review of the decision.

NOTE: You need to submit your application for special circumstances to Aurora Training Institute within 12 months of your withdrawal day.