

# Vet Student Loan Entry Requirements Policy

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## Purpose

The Health Arts College is an approved course provider of the VET Student loans program. VET Student Loans is an Australian Government loan program established by the *VET Student Loans Act 2016* that assists eligible students enrolled in approved higher level vocational education and training courses at approved course providers pay their tuition fees. The programme is open to full-time or part-time students studying diploma or above qualifications and can be used to cover part or all of their tuition fees.

## Scope and Application

This policy relates to any student wanting to enrol in an approved VET qualification, under the VET Student Loan (VSL). This policy is to be used by all pre enrolment and enrolment officers to ensure that the applying student meets the entry requirements under the VSL.

## Policy Principles

### 1. Student Eligibility for VET Student Loans

- 1.1 To be an **eligible student** for the purposes of accessing VET Student Loans, the student must meet the following requirements:
  - Be an Australian Citizen OR
  - A qualifying New Zealand citizen OR
  - A permanent humanitarian visa holder, who is usually resident in Australia.
- 1.2 be studying an approved course
- 1.3 be studying with an approved course provider
- 1.4 The student must be 18 years or older
- 1.5 The student has a HELP balance that is more than \$0 (ie has not used all their HELP loan limit). (THA will do an entitlement search to obtain a student's HELP balance and this will be communicated to the student if the HELP balance is less than the VET Student Loan required for the chosen course).
- 1.6 be enrolled with an approved course provider in an approved course
- 1.7 be undertaking the course primarily at a campus in Australia
- 1.8 student meets other entry requirements of the course- evidence of any other studies undertaken will be required by the student.
- 1.9 VET Student Loans will not be approved for Students who do not meet eligibility requirements as stated below.
- 1.10 VET Student Loan gives rise to a VSL debt that continues to be a debt due to the Commonwealth until it is repaid.

### 2 Students must meet the academic suitability requirements:

- 2.1 The enrolling students must be assessed by THA as academically suited to undertake the approved course on the basis of either:
  - Providing an Australian Year 12 Certificate; **OR**
  - Providing their International Baccalaureate Diploma Programme (IB) diploma **OR**
  - providing evidence of successful completion of a qualification that has been delivered in English and:
    - was at level 4 or above in the Australian Qualifications Framework (i.e. Certificate IV or higher qualification), or at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, **OR**

- has been assessed by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to: a qualification at level 4 or above in the Australian Qualifications Framework, or a qualification at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, **OR**
  - Display competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test (and THA reasonably believes the student displays that competence) The Health Arts College uses the approved Safe Work Resources VFH LLN Assessment Tool (provided via The Learning Resources Groups' LLN Robot Platform). The results of student's competence in reading and numeracy will be reported by The Health Arts College to the Secretary in the form, manner and by the time requested by the Secretary AND.
- 2.2 The Health Arts College must reasonably believe that the applying student is academically suited to undertake the course by completing the Assessment of Prior Skills & Knowledge on or before course commencement

### **3 Making an application for a VET Student Loan**

#### 3.1 Applications must:

- be made to the government using the approved form (eCAF) and include all relevant information
- include a Tax File Number or a certificate from the Commissioner stating that the student has applied to the Commissioner asking the Commissioner to issue a tax file number to the student.
- include a Unique Student Identifier (USI) or are otherwise exempt.
- have been submitted by the census day for the first unit for the course for which the student is requesting a loan and no less than two business days after enrolling

3.2 The applying student must have read the VET Student Loans information booklet

3.3 The applying student must acknowledge that he or she has read and understood the application; and confirms the accuracy of the information in the application

3.4 The student will be required to confirm his/her engagement and progression to continue to access the loan throughout the course in subsequent study periods as per the Schedule of Fees, when required to do so by the department.

3.5 The Health Arts College will be required to collect and verify the information and documents relating to a student applying for a VET Student Loan in regards to the student's identity and date of birth.

### **4. Retention of Information relating to an application**

The Health Arts College will retain for at least 5 years the documents collected for the purpose of applications by students for VET Student Loans.

### **5. Collection and Verification of information**

The Health Arts College will require applicants to provide a certified (by an authorised delegate) copy of the information and documents in support of their VET Student Loan application or bring their original documents to the pre-enrolment session where a delegated THA staff member will self-attest the copy provided by the student.

### **6. Monitoring student engagement and progression**

All students studying at The Health Arts College under VET Student Loans will be required to demonstrate that they are actively engaged in the course. To do so they will be required to indicate continuing engagement only after at least four months have elapsed since their eCAF application was submitted or they last indicated engagement.

All students studying at THA must confirm their continuity as a genuine student over the elongated period. THA will communicate to all its students about the arrangement of having to complete and submit the form within 2 weeks of receiving the invitation email and encourages them to actively participate in the student progression process.

## VET Student Loan Procedure

### STEP 1 – Academic Suitability & VET Student Loan Eligibility

No.	Who	Actions
1.	<b>Administration Officer</b>	If the applicant indicates on the application form that they wish to access Vet Student Loans for an approved course or part of the course, they must meet the eligibility requirements as per the policy above.

### STEP 2: The Government Electronic Commonwealth Assistance Form (eCAF)

No.	Who	Actions
1.	<b>Administration Officer/VSL Student</b>	<ul style="list-style-type: none"> <li>Upon successfully enrolling the student in an approved VET Student loan course, the officer will then supply accurate student enrolment information in the eCAF.</li> <li>The student will then receive an email from the Commonwealth Government to complete their application for accessing VET Student Loans. If the student finds any inaccuracies in the enrolment information, they are to contact THA immediately.</li> <li>The officer will then revise the correct information and resubmit the enrolment information in the eCAF.</li> <li>The student will receive a revised email from the Commonwealth Government to complete their eCAF application.</li> <li>The student must submit the eCAF form by the first census day of the enrolled course and no less than two business days after enrolling.</li> <li>When submitting the eCAF application the student must acknowledge that he/she has read and understood the application and confirm the accuracy of the information in the application.</li> </ul>

### STEP 3 – VET Student Loan Fee Notice and Commonwealth Assistance Notice (CAN)

No.	Who	Actions
1.	<b>Administration Officer</b>	Once the application for VET Student Loans has been confirmed, the officer will send out the VET Student Loan Fee Notice no later than 14 days prior to the census days. The Commonwealth Assistance Notice (CAN) is to be sent to the student within 28 days after the census day as per the schedule of fees.

### STEP 4: Engagement and Progression (To be Continued during the duration of the Course)

No.	Who	Actions
1.	<b>Administration Officer/VSL Student</b>	<ul style="list-style-type: none"> <li>The officer will trigger progression points at the student level from their eCAF. The first progression point will be at least four months have elapsed since the student has submitted their eCAF.</li> </ul>

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|  |  | <ul style="list-style-type: none"><li>• Students are required to complete and submit the form within 2 weeks of receiving the invitation</li><li>• The officer will monitor the status of student's progressions on the eCAF dashboard or by going to the progression tab. This will enable the officer to see which students have completed the progression and their intentions for study, but will not have access to the survey responses.</li><li>• Where it has been identified that students have not submitted the form, a reminder is to be sent or contact is to be made with the student to confirm receipt of the invitation.</li><li>• If the student has withdrawn their enrolment, refer to the Student Initiated Withdrawal and Provider Initiated Cancellation of Enrolment Policy and Procedure</li><li>• The students who are studying Diploma of Beauty Therapy and Diploma of Early Childhood Education and Care will be required to complete this progression process at least twice.</li></ul> |
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