

STUDENT ENTRY and WITHDRAWAL PROCEDURES

ENTRY PROCEDURE

The following entry procedure is for students applying to access a VET Student Loan in order to study an eligible Diploma or Advanced Diploma course with Unity College Australia.

1. Read the Course Outline for the study program/course in which you wish to enrol:
 - a. The outline will be available from the central Canberra campus of Unity College Australia or directly at your local training campus.
 - b. The outline will contain information specific to that course including general and academic entry requirements, course content and outcomes, costs, delivery and assessment arrangements.
2. Check the Schedule of Tuition Fees posted on the Unity College website for the relevant local training campus and course
3. Read the information about VET Student Loans on the Unity College website at <http://www.unity.edu.au/en/more-info/study-with-a-student-loan/> and on the Study Assist website at <http://studyassist.gov.au/sites/StudyAssist/>
4. Complete and submit an Application Form before any specified closing date indicating your intention to apply for VET Student Loans to pay for the course
5. Provide authentic evidence of any required documents or material in terms of:
 - a. Personal identification documents (to prove identity and date of birth eg Drivers Licence, Birth Certificate, Passport), and a USI (Unique Student Identifier number)
 - b. Prior study or experience to meet course pre-requisites or entry requirements
6. Attend an interview/audition (if required)
7. Attend a VET Student Loans information session either before or at time of enrolment. At this meeting further details about the course and the VET Student Loans process, including invoicing, census dates and course withdrawal, will be provided.
8. You will be required to sign a VET Student Loans Enrolment Enquiries Checklist verifying that you have received, read and understood information about the course, VET Student Loans and alternative payment options before you proceed to apply for a VET Student loan.
9. Provide evidence of Language, literacy and numeracy (LLN) skills – either:
 - a. Senior Secondary Certificate of Education awarded by an agency or authority of an Australian State or Territory for the student's completion of year 12, OR
 - b. Completion of studies at AQF Certificate IV level or above in English, OR
 - c. Competence in LLN at the Australian Core Skills Framework (ACSF) Exit Level 3, in both reading and numeracy. The evidence for this is the successful completion of the government-approved Core Skills Profile for Adults (CSPA) test. This test will be made available to students through Unity College Australia.
 - Evidence must be provided that the test was completed by the course applicant, with honesty and integrity.
 - Results of the test will be reported to the student as soon as practicable after the assessment, and may be reported to the Secretary of the Department of Education and Training on request.

VSL Entry and Withdrawal Procedures (contd.)

10. An offer of a place in the course and access to VET Student Loans will require:
 - a. An assessment that you are academically suited to the course;
 - b. Satisfying entry requirements for the course set out in the course outline
 - c. Evidence of satisfactory Language, literacy and numeracy skills
 - d. Evidence of sufficient funds in your VET Student Loans account
11. You are deemed enrolled once the above entry criteria are met.
12. You can apply for a VET Student Loan by electronic lodgement of an eCAF form after 2 full business days (48 hours) have passed since you have been enrolled.
13. You will receive an invoice notice prior to each census date for your course. This notice will specify the amount which will be debited against your VET Student Loans balance. You have until the census date to withdraw from your course or your application for a VET Student Loan without penalty.

WITHDRAWAL PROCEDURE

- You have until the census date to withdraw from your course or your application for a VET Student Loan without penalty.
- Notification of withdrawal of an application for a VET Student Loan to finance either a full course or a Unity of Study must be made in writing to Unity College Australia, by the census date for the current unit of study, as listed on the Schedule of Tuition Fees.
- Notification can be by email to registrar@unity.edu.au or using the Notification of Withdrawal from VET FEE-HELP/VET Student Loans form available at each training campus. Date of receipt of notification by email or at your training campus or is the date of withdrawal.
- After withdrawal from a course or Unit of Study, a student cannot be re-enrolled unless the student specifically indicates in writing, at a time after withdrawal, their intention to re-enrol to Unity College Australia.

If you have any questions about this entry procedure please contact the Unity College office on 02-61610050 or via the college website <http://www.unity.edu.au/en/contact-us>