

1 Purpose

- To ensure that VET Student Loan (VSL) students maintain full time attendance to demonstrate they are a genuine student
- To maintain contact with VSL students who may be at risk of being charged for the next unit of study.
- To set a procedure for cancellation of enrolment for non-attendance.

2. Scope

This procedure covers only VET Student Loan students. This policy will be included in the Student Handbook.

3. Responsibilities

The student's primary instructor is responsible for informing the Student Manager if their student has failed to turn up for a programmed instructional activity or has not been in attendance at the school for three consecutive days.

The Student Manager or primary instructor is responsible for contacting the student to establish reason for non-attendance and for rescheduling.

If non-attendance continues, the Student Manager will liaise with the Head of Operations (HOO) to begin the process of cancelling the enrolment.

4. Implementation

Step one

Instructors are to monitor their students' attendance rate to ensure students are on site for a minimum of 20 hours a week for instruction or study.

When a student fails to attend programmed instructional activity the Student Manager will contact the student immediately for an explanation and rescheduling.

If non attendance continues on two successive occasions, the student will be contacted and scheduled for an interview by the Student Manager and/or Head of Operations to discover any underlying cause.

If the student is non contactable or does not return the call / email within 24 hours a warning notice will be sent to advise them about their obligations and the consequences of not contacting the school and suggest a meeting with the Head of Operations to discuss their situation. Non-attendance must be recorded in the students' training records.

Step two

At the discretion of the HOO, in consideration of the student's attitude and commitment, the HOO will advise the Student Manager on the student's continuing studies or having their enrolment cancelled.

The Student Manager will commence the grievance and appeals procedure process for withdrawing the student and cancelling the student debt. This needs to be done prior to the next unit of study census date.