

VET Student Loans Procedure

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1. Associated Policy

These VET Student Loans (VSL) Procedures have been developed in conjunction with the VET Student Loan Policy.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- applicants for a course on CIT's VSL approved course list
- students successful in applying for a VSL
- staff involved in the delivery and administration of any course on CIT's VSL approved course list
- parents of applicants for VSL and enrolled students under the age of 18 years of age.

This procedure does not apply to international students.

If any part of this procedure does not align with Australian Government requirements, then the Australian Government requirements take precedence over the relevant sections of this policy and/or the associated procedures.

3. Procedures

This procedure will be published on the CIT public-facing website.

3.1 VET student loans – course entry procedure

Academic suitability for a VSL is determined through the application and enrolment process.

| Step | Action | Responsibility |
|------|--|-------------------------------------|
| 1 | <p>Authenticate evidence of citizenship:</p> <ul style="list-style-type: none"> • evidence of Australian citizenship, or • a current permanent humanitarian visa and usually residing in Australia, or • being a New Zealand citizen who holds a Special Category visa and meets certain qualifying requirements. <p>Refer: <i>VET Student Loans Manual for Providers</i></p> | Manager Information and Recognition |
| 2 | <p>Assess student's academic suitability for a VSL by sighting evidence of:</p> <ul style="list-style-type: none"> • Australian Secondary Certificate of Education (Year 12) as issued by the relevant Territory Authority or • a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been | Manager Information and Recognition |

| Step | Action | Responsibility |
|------|--|--------------------------------|
| 3 | <p>awarded to the student and the course for the qualification was delivered in English, or</p> <ul style="list-style-type: none"> competency at exit level 3 Australian Core Skills Framework (ACSF) or above using a government-approved testing tool for language, literacy and numeracy (LLN). <p><i>Note: Unless the student can provide CIT with a copy of their Senior Secondary Certificate of Education proving completion of year 12 or an authenticated copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework (AQF) has been awarded to them, they must demonstrate competence at or above Exit Level 3 against the ACSF.</i></p> <p>Ensure LLN and digital capability assessment results, when a student has been assessed, are sent to the relevant teaching area.</p> | 2 the willithJE(s)-1g0.7 (e)-i |

A student has the right to apply for a review of a decision to not re-credit their VSL balance by applying in writing to the Chief Finance Officer (Review Officer).

A student has an external right of appeal to the Administrative Appeals Tribunal (AAT). The Australian Government will be the respondent for cases which are before the AAT.

| Step | Action | Responsibility |
|------|--|----------------|
| 1 | Apply in writing to the CIT delegated Australian Government Student Loan Assistance Officer for re-credit or debt remittance of a VSL, within 12 months of the date of the decision. il(t)-4 (i)-1.2 (o)3.76(ted)TJO Tc 0 TMCID 69C | |

- [Academic Integrity and Misconduct Policy](#)
- [Course Closure Procedure](#)

4.3 Related Documents

- Engagement and Progression form
- [VET Student Loans Manual for Providers](#)
- [Administrative Appeals Tribunal](#)

5. Definitions

All terminology used in this policy is consistent with definitions in the CIT Definition of Terms.

| | |
|----------------------|---|
| The Secretary | The Secretary of the Australian Department of Education and Training |
| Re-crediting | VET Student Loans are capped. Circumstances may mean an amount of the VET student loan that has been used to pay tuition fees for the student for the course, or the part of a course may be put back into funds available for a VSL in the future. |