

## Withdrawal from VET Student Loan Course Policy and Procedure

### Policy

The purpose of this policy is to provide information regarding the withdrawal process for VET Student Loan eligible students.

#### Pre-Census Withdrawal

Students wishing to withdraw a course before the census date will not incur a VET Student Loans debt for the unit of study.

#### Post-Census Withdrawal

Students who lodge an application to withdraw a course after the census date for may not receive refund for and will incur a debt and remain liable for tuition fees.

Census dates are published on Masters in Building Training Pty Ltd (MIBT) website. Students may also contact MIBT office if they are unsure of their census dates.

### Procedure

A student may withdraw from a VET Student Loan Course by notifying MIBT via email to below email address of intention to withdraw. Once the withdrawal is processed the fees will be removed from your account and any amount paid by you will be refunded.

Email: [info@mibt.edu.au](mailto:info@mibt.edu.au)

Should the student wish to send an email of intention to withdraw the following information must be provided:

1. Student's name
2. Date of Birth
3. Contact details including phone number
4. Course code and course name of the course wishes to withdraw

By submitting a withdrawal confirmation in writing the student understands and declares that:

- The student will discontinue his/her enrolment in the course
- Should the student wish to re-enrol the student must contact MIBT and complete a new enrolment process
- All information provided is correct

Documents Referenced:

Fees and Refund Policy and Procedure