



Commonwealth Entitlements Review of Decisions Policy

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Purpose

To ensure the Institute's compliance with the requirements of the Higher Education Support Act 2003 (HESA) and subsequent amendment to the Act to include Schedule 1A and VET Provider Guidelines in relation to FEE-HELP for Higher Education and VET FEE-HELP for Vocational Education and Training courses.

Scope

To be applied to all students enrolled in Institute courses accredited as Higher Education (HE) and Vocational Education and Training (VET) courses on the Australian Qualifications Framework Registry and that meet the eligibility requirements for FEE-HELP and VET FEE-HELP.

Policy

In order to facilitate fairness for students and to attain and retain approval by the Commonwealth of Australia as a Higher Education Provider and a Vocational Education and Training Provider, the Institute will comply with all requirements of Chapter 3, of the Higher Education Support Act 2003 (HESA) and Schedule 1A of the Act and VET Provider Guidelines for:

- re-crediting of balances under the Fee Paying Higher Education Loan Programme (FEE-HELP), the HECS Higher Education Loan Programme (HECS-HELP) and the Student Learning Entitlement (SLE)
- recrediting of balances under the Fee Paying Vocational Education and Training Loan Programme (VET FEE-HELP)
- reviewing decisions relating to these entitlements.

Definitions

FEE-HELP – for the purpose of this document any reference to the term FEE-HELP is making reference to FEE-HELP assistance for Higher Education and VET FEE-HELP assistance for Vocational Education and Training courses.

FEE-HELP Balance – for the purpose of this document any reference to the term FEE-HELP Balance is making reference to FEE-HELP Balance for Higher Education and VET FEE-HELP Balance for Vocational Education and Training courses.

Code of Conduct – All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

References and Compliance Requirements

- Higher Education Support Act 2003
[http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/290BE93A3ECCBB09CA2577EB001930C2/\\$file/HigherEducationSupport2003WD02.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/290BE93A3ECCBB09CA2577EB001930C2/$file/HigherEducationSupport2003WD02.pdf)
- HESA Higher Education Provider Guidelines
<http://www.deewr.gov.au/HigherEducation/Resources/HESupportAct2003Guidelines/Documents/HEProviderGuidelinesV1.pdf>
- HESA Student Learning Entitlement Guidelines
<http://www.deewr.gov.au/HigherEducation/Resources/HESupportAct2003Guidelines/Documents/StudentLearningEntitlementGuidelines.pdf>
- VET Provider Guidelines
http://www.deewr.gov.au/Skills/Programs/Support/VetFeeHelp/UsefulPublications/Documents/VET_Provider_Guidelines.pdf
- VET FEE-HELP Guidelines
http://www.deewr.gov.au/Skills/Programs/Support/VetFeeHelp/UsefulPublications/Documents/VET_FEE-HELP_Guidelines.pdf
- VET Administration Guidelines
http://www.deewr.gov.au/Skills/Programs/Support/VetFeeHelp/UsefulPublications/Documents/VET_Administration_Guidelines.pdf

Related Documents

Re-crediting of FEE-HELP Balance (HE & VET) and Review of Decisions Procedure (as required under the HESA)

Re-crediting of HECS-HELP and SLE Balances and Review of Decisions Procedure (as required under the HESA)

Review

This policy must be reviewed no later than five (5) years from the date of the Board endorsement. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

Policy Number:	POLSA17
Classification:	Operational
Approved by:	Chief Executive Officer
Date Approved:	18 February 2009
Board Reference:	NA
Committee Reference:	NA
Prepared by:	Learning & Academic Services Manager
Accountable Manager:	Executive Director Learning & Academic Affairs
Version Information:	Updated to reflect VET FEE-HELP requirements Minor change amendments Jan11 to adjust web references