

## **Policy:** VET Student Loans - Notice Policy

**Objective:** The purpose of this policy is to outline the key notices that Australian Institute of Fitness Pty Ltd will issue to students who are approved VET Student Loans applicants.

This policy is in accordance with:

- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- VET Student Loans (VSL Tuition Protection Levy) Act 2020
- VET Student Loans (Charges) Act 2016
- Higher Education Support Act 2003

**Last updated:** 26 March 2021

**Definitions:** AIF Australian Institute of Fitness Pty Ltd (Head Office | RTOID 121508)

**The Provider** Australian Institute of Fitness Pty Ltd (Head Office | RTOID 121508)

**VSL** VET Student Loans

**Policy:** Notices will be issued to VET Student Loans applicants enrolled in a VET Student Loans approved course as per the below rules as set out in the Act

- (1) VET Student Loans Statement of Covered Fees
  - (a) Issued prior to the first census day
- (2) VET Student Loans Fee Notice
  - (a) Issued at least 14 days before Census Day of each Unit of Study
- (3) Commonwealth Assistance Notice (CAN)
  - (a) Issued within 28 days after Census Day of each Unit of Study

Notices will be sent / provided to students via 2 methods

- (1) Email to the student's preferred email address as per their Enrolment Form, sent from the AIF Student Management System - aXcelerate, and documented with time and date stamp on their Student Profile
- (2) Hand delivered by AIF Coaching Staff in class

**Compliance:** As far as this policy imposes any obligations on AIF, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for Team Members they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are outlined in a Team Member's Employment Agreement

AIF may unilaterally introduce, vary, remove or replace this policy at any time in accordance with VSL Legislation, Act and Rules.

Team Member's who fail to comply with this policy may face disciplinary action and, depending on the severity or in the case of repeated non-adherence with the policy whether intentional or otherwise, this may include termination of employment

Where Team Members witness significant departures from the principles of this Policy by others, they are obligated to report it immediately to their Manager, HR, or an iExec Team Member. Failure to do so constitutes a breach of this Policy & the AIF Code of Conduct.

**Associated documentation:**

- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- VET Student Loans (VSL Tuition Protection Levy) Act 2020
- VET Student Loans (Charges) Act 2016
- VET Student Loans Manual for Providers
- Higher Education Support Act 2003
- VET Student Loans Handbook

**Supersedes:** Not Applicable**Original Author:** Amber Davies - Head of Administration: 24 March 2021**Authorised by:** Gayle Brimbe - Head of Strategy: 26 March 2021  
Steve Pettit - CEO: 26 March 2021