

## VSL1.3: VSL Census Date Policy and Procedure

### Purpose

The purpose of this policy is to confirm that Casey College of Beauty Therapy Pty Ltd determines and publishes census days in line with the VET Student Loans Act 2016 and VET Student Loans Rules 2016.

### Policy Detail

This policy ensures that Casey College of Beauty Therapy meets the following guidelines:

- The census days must be set for each approved course;
- Census day is the day the student incurs financial liability for the unit of study;
- Students may cancel their enrolment by the census day without incurring tuition fees or a VET Student Loans debt;
- Tuition fees for the course must be reasonably and proportionately distributed across at least three sequential fee periods (determined by the Timetable UoS clusters and calculated using the Departments Census Day Calculator) and each fee period UoS must contain at least one census day;
- Each census day is at least 20 percent between when that part of the course starts to be provided (*commencement of the UoS*) and when a student is reasonably expected to complete that part of the course (*completion of the UoS*);
- Casey College must publish the census days for each course it provides (currently the only VSL approved course is SHB50121 Diploma in Beauty Therapy);
- Casey College of Beauty Therapy has no financial, administrative or other barriers that would result in a student not being able to withdraw from a VET unit of study on or before the census day, and the VET Student Loans
  - VSL 4 - Student Withdrawal and Deferral from Study Policy and Procedure V2
  - VSL 4.3 - Cancellation of Enrolment Policy and Procedure V2

### Procedure:

- Casey College of Beauty Therapy determines the Units of Study (UoS) Dates based on the Timetabling ability to allocate the students to complete their Practical Classes based on the duration of the classes.
- UoS are determined by clustering units in a sequenced order for the students to be able to meet any pre-requisites as well as progress through their studies in an organized manner.
- Casey College of Beauty Therapy utilises the Department of Education, Skills and Employment's census day calculator to determine the 20 percent point of each part of the course.
- The Census day is chosen after the date calculated by the Census Calculator to provide for longer periods between Census dates due to the order of the units contained in the UoS clusters based on the students timetables which are designed to accommodate for Practical Training
- Casey College ensures the Census dates are business days and Schedule of Fees are labelled according to the Term that the student commenced as well as their nominated Full Time or Part Time status.
  - The census days are published on the website for students to access information prior to

## VSL1.3: VSL Census Date Policy and Procedure

enrolment finalization and are available for viewing under the Fees and Census dates

- Should Casey College of Beauty Therapy need to vary a published census day the change may only occur
  - before the census day
  - does not disadvantage students enrolled in that course
  - is necessary to correct and administrative error or to deal with a change in circumstances

### Documents Referenced:

VET Student Loans Act 2016

VET Student Loans Rules 2016

Withdrawal and Deferral Policy and procedure

Cancellation of Enrolment Policy and Procedure

<b>Document No:</b>	VSL 1.3
<b>Document:</b>	VSL 1.3: Census date Policy and Procedure V1 10/01/2018, V2 6/1/2020, V3 6/3/2022, V4 10/3/2024
<b>Quality Area:</b>	Student Management
<b>Responsibility:</b>	CEO
<b>Author:</b>	Casey College of Beauty Therapy Pty Ltd
<b>Status:</b>	Approved
<b>Version:</b>	V4.0
<b>Approval Date:</b>	10/01/2018
<b>Review Date:</b>	12 months from approval
<b>Relevance:</b>	All staff of Casey College of Beauty Therapy Pty Ltd and prospective and current clients and students.
<b>Circulation:</b>	To be provided on the CCBT J Drive and in the Manuals in CCBT Management office and the website