PCT VET FEE-HELP Withdrawal policy:

Withdrawal of enrolment from a VET unit of study prior to the end of the census date must be in accordance with Pacific College of Technology’s (PCT) withdrawal policy as below. It is also available at college website: [www.pct.edu.au](http://www.pct.edu.au)

1. Any and all applications for withdrawal must be submitted to PCT in writing, using the Withdrawal/course variation form.

2. If a student requests to withdraw from a course or a unit of study during the cooling off period and on or before the census date then PCT will approve the request without any financial penalty, and that withdrawal will result in the student not incurring a VET FEE-HELP debt and/or receiving a refund for any up-front payments;

3. If a student withdraws from a unit(s) of study after the census date has passed, that withdrawal will result in the student incurring a VET FEE-HELP debt and/or not receiving refund for any up-front payments, and the unit(s) of study progress/completion being incomplete;

4. If a student requests for withdrawal from a course or unit(s) of study after the census date has passed on special circumstances ground along with evidences, then PCT may or may not consider the request depending upon the merit of evidence provided by the student. PCT reserves all rights to approve or decline a withdrawal request for a course or unit(s) of study submitted after the census dates.

5. Students must submit their withdrawal request form via email to an email designated by college.

6. The denial of a withdrawal request under this Policy or the accessing of PCT’s internal Appeals process, not remove the right of the student to take further action or to pursue other legal remedies under Australian consumer protection laws.