

## Commonwealth Entitlements Review of Decisions Policy – Box Hill Institute

### Purpose

To ensure the policy and principles which apply to the review of Commonwealth entitlement decisions comply with relevant legislation and guidelines.

### Scope

Applies to Box Hill Institute in relation to the review of Commonwealth entitlement decisions.

### Policy Statement

The Institute will at all times act diligently and ethically in the conduct of such reviews.

Review decisions will be such that relevant legislation and approval by the Commonwealth as a Higher Education Provider and a Vocational Education and Training Provider are not compromised.

The Institute will ensure fairness for students in the application of the review process.

### Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

### Definitions

**FEE-HELP** – for the purpose of this policy 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 policy 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.

### Related Procedures

The following procedures are linked below:

- Re-crediting of FEE-HELP Balance (HE & VET) and Review of Decisions Procedure – BHI
- Re-crediting HECS-HELP and SLE Balances and Review of Decisions Procedure- BHI

### Related Operating Guidelines

HESA Higher Education Provider Guidelines  
 HESA Student Learning Entitlement Guidelines  
 VET Provider Guidelines  
 VET FEE-HELP Guidelines  
 VET Administration Guidelines

### Related Forms

See linked form below.

### Related Policy, Legislation and Regulation

Box Hill Institute  
 NIL

External

- Higher Education Support Act 2003 (Cth)

### Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedure.

<b>Review</b>	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
<b>Approval Body</b>	CEO
<b>Endorsement Body</b>	VET Board of Studies Higher Education Board of Studies
<b>Document ID</b>	POLSA17
<b>Date Approved</b>	30 October 2012
<b>Owner</b>	Executive Director, Learning and Academic Affairs
<b>Author</b>	Registrar
<b>Amendments</b>	Minor Administration changes to remove reference to 'BHIG' and 'CAE' Change made by Academic Quality Assurance Officer on 3 April 2019

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#### **Associated Files**

1. Re-crediting of FEE-HELP Balance (HE & VET) and Review of Decisions Procedure – BHI
2. Re-crediting HECS-HELP and SLE Balances and Review of Decisions Procedure- BHI
3. HESA Higher Education Provider Guidelines
4. HESA Student Learning Entitlement Guidelines
5. VET Provider Guidelines
6. VET FEE-HELP Guidelines
7. VET Administration Guidelines
8. Course Exit or Unit Withdrawal Form