

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.

Review

This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated

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	procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
Approval Body	CEO
Endorsement Body	VET Board of Studies Higher Education Board of Studies
Document ID	POLSA17
Date Approved	30 October 2012
Owner	Executive Director, Learning and Academic Affairs
Author	Registrar
Amendments	Minor Administration changes to remove reference to 'BHIG' and 'CAE' Change made by Academic Quality Assurance Officer on 3 April 2019

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