

LATROBE COLLEGE OF ART AND DESIGN

Policy

CENSUS DAYS

VET Student Loan Rules 2016, Section 132-134 //
VET Student Loan ACT 2016, Section 58

Policy

This policy ensures that LCAD determines and publishes census days in compliance with the *VET Student Loans Act 2016* and *VET Student Loans Rules 2016*. It also outlines how LCAD varies and publishes changes to census days for approved courses.

This policy applies to all VET Student Loan-approved courses and students at LCAD.

Definitions

Term	Definition
Census Day	The day a student becomes financially liable for a unit of study. The last day a student can withdraw without incurring a VET Student Loan debt.
Study Unit	A component of a course of study with defined start and end dates and an associated tuition fee.
Tuition Period	A distinct period of time (e.g., term) in which a study unit is delivered.
Published Website	The public-facing section of the LCAD website is accessible to prospective and current students.

LCAD will:

- Determine census days that comply with legislative timing requirements.
- Publish census days on its website before enrolment.
- Avoid retrospective changes to census days after a unit has commenced.
- Only vary census days for future units with adequate notice and re-publication.

Procedures

Determining Census Days (VET Student Loans Act 2016, Section 58)

1. LCAD must determine a **census day for each study unit** in an approved VET Student Loan course.
2. The census day must:
 - Be **no earlier than 20%** of the way through the unit's duration (as measured in days).
 - Be on a **weekday** (i.e., not a weekend or public holiday).
 - Be on a **day the college is open** for business.
3. Census days are set during the annual academic scheduling process by the coordinator or delegate and heads of departments if required.

Publishing Determination of Census Days (Rules Section 132)

1. Census days must be published before a student enrolls in a course or study unit.

2. Census days will be published:
 - On LCAD's public website.
 - In the Statement of Covered Fees.
3. The publication will include:
 - Name and code of the course and the study unit.
 - Start and end dates.
 - The determined census date.

Varying Census Days (Rules Section 133)

1. LCAD cannot vary a census day for a study unit after it has commenced.
2. A census day may only be varied for future delivery of a unit, under the following conditions:
 - The coordinator approves the change.
 - The new census date still complies with the 20% rule and timing requirements.

Publishing Variations of Census Days (Rules Section 134)

1. When a variation to a census day is approved, LCAD must:
 - Re-publish the VSL Schedule of Tuition Fees and census day on its website.
 - Update the Statement of Covered Fees and relevant documentation.
 - Notify affected future students of the change at least five business days (5) before enrolment.

Recordkeeping and Version Control

- All published census days and their changes will be recorded in the VSL Schedule of Tuition Fees and maintained by admin.
- Changes will be documented and retained for a minimum of five years (5), in line with LCAD's VSL Rules 105 Retaining Info & Documents.

Responsibilities

See Organisation Chart

Review and Amendment

This policy will be reviewed annually or when:

- Legislative or regulatory changes occur;
- Significant changes are made to course structures;
- Internal audit findings suggest improvements.

132 Publishing determination of census days

- (1) An approved course provider must publish the census days determined for a course, or a part of a course, before the earliest day for enrolment in the course or part.

- (2) An approved course provider must publish prominently on its website the census days the provider determines, so that the census days are easily accessible without provision of login information.

Subdivision C—Varying census days

133 Varying census days

- (1) An approved course provider may vary a census day determined for a course, or a part of a course, if:
 - (a) the Secretary has given the provider written approval of the proposed variation; or
 - (b) the variation:
 - (i) occurs before the census day; and
 - (ii) does not disadvantage a student enrolled in, or seeking to enrol in the course, or the part of the course; and
 - (iii) is necessary to correct an administrative error or to deal with a change in circumstances.
- (2) A student enrolled in, or seeking to enrol in a course, or a part of a course, is taken for the purposes of subparagraph (1)(b)(ii) to be disadvantaged by a variation that makes a census day for the course, or the part of the course, earlier. This does not limit that subparagraph.
- (3) Subsection (1) does not apply in relation to a course offered under an arrangement that:
 - (a) was entered into between the provider and an employer or industry body; and
 - (b) limits or restricts enrolments in some or all of the places in the course.

134 Publishing variation of census days

- (1) If an approved course provider varies a census day for an approved course, or a part of an approved course, the provider must as soon as practicable publish the census day as varied.
- (2) The approved course provider must publish prominently on its website the census day as varied, so that the day is easily accessible without provision of login information.

VSL ACT 2016

Division 4—Census days

58 Determining and publishing census days

- (1) This section applies if an approved course provider offers an approved course for a particular period.
- (2) The provider must determine the date or dates for the course by which a student's enrolment in the course can be cancelled without the student incurring tuition fees for the course or a part of the course.
- (3) A date by which enrolment may be cancelled without incurring tuition fees for the course or a part of the course is a **census day**.
- (4) A census day must be:
 - (a) determined in accordance with any requirements set out in the rules; and
 - (b) published in accordance with any requirements set out in the rules.
- (5) Once published, the provider must not vary a census day otherwise than in accordance with the rules.
- (6) An approved course provider contravenes this subsection if the provider fails to determine or publish a census day in accordance with the rules.

Civil penalty: 60 penalty units.
- (7) An approved course provider contravenes this subsection if the provider varies a census day other than in accordance with the rules.