

LATROBE COLLEGE OF ART AND DESIGN

POLICY

VET Student Loan Rules 2016 // Standards for RTOs 2025 // ESOS National Code 2018

STUDENT RECRUITMENT, INFORMATION, FAIR TREATMENT AND VSL ELIGIBILITY

POLICY

This policy ensures that all prospective students—domestic and overseas visa—are provided with accurate, accessible, and timely course and enrolment information, are treated equally and fairly during the recruitment and selection process, and that VSL applicants meet all eligibility requirements. This policy ensures compliance with:

- Standards for RTOs 2025 – Clauses 2.1 & 2.2
- ESOS National Code of Practice 2018 – Standard 2
- VET Student Loans Act 2016 – Sections 9 -12
- VET Student Loans Rules 2016 – Sections 84 & 85

LCAD is committed to:

- Providing accurate, clear, and timely information about training products, course entry requirements, fees, and student support services
- Applying open, fair, and merit-based procedures in student selection
- Supporting students with reasonable adjustments and ensuring equity, access, and transparency
- Admitting only students who meet VSL eligibility criteria as outlined in the VET Student Loans Act 2016
- Collecting and retaining all required VSL information as outlined in Section 85 of the VET Student Loans Rules 2016
- Ensuring that all marketing and recruitment activities meet compliance standards for all student types

This policy applies to:

- All prospective and enrolled students (domestic and overseas visa students)
- All prospective students applying for a VET Student Loan
- All staff involved in recruitment, selection, enrolment, student support, and compliance
- Third parties acting on behalf of LCAD

Principles

Provision of Information (RTO 2.1, ESOS 2.1)

Before enrolment or payment of fees, students will receive or be directed to the following:

- Course code, title, CRICOS code (if applicable), and qualification level.
- Entry requirements including language, education, or experience.
- Course duration, modes of study, and assessment methods.
- Fees and charges (tuition and non-tuition), refund policies, and variations.
- Campus facilities, resources, and support services.
- Work placement or third-party arrangements, if any.
- Study mode requirements (e.g., full-time for student visa holders).
- Any relevant government entitlements or subsidies.
- Conditions affecting enrolment including deferment, suspension, withdrawal.
- Information for younger students, accommodation, and living in Australia (for overseas visa students).

Equal and Fair Treatment (VSL Rule 84, ESOS 2.2)

- All applicants are assessed based on published criteria and merit.
- LCAD applies a non-discriminatory approach regardless of gender, race, disability, age, religion, sexual orientation, or socio-economic background.
- Any restrictions due to employer or industry body agreements are transparently disclosed
- Special consideration or reasonable adjustments are available during application or selection if required

VSL Student Eligibility Requirements (VSL Act 2016, Section 11)

To be eligible for a VET Student Loan at LCAD, a student must meet the following criteria:

Citizenship/Residency:

- Be an Australian citizen, or
- Hold a permanent humanitarian visa and usually reside in Australia, or
- Be a New Zealand Special Category Visa (SCV) holder who meets the required residency criteria.

Student Enrolment:

- Be enrolled in an approved course with LCAD as an approved course provider.

Loan Cap and Fee Period:

- The loan amount must not exceed the student's remaining VET Student Help-Balance, nor the course cap DEWR has allocated to the selected qualification.
- The application must relate to an eligible study unit within an approved course.

Academic Suitability:

- Provide a copy of their Year 12 Certificate or display competence in literacy and numeracy at Exit Level 3 in the Australian Core Skills Framework (ACSF) through an approved Learning, Literacy, Numeracy and Digital (LLND) assessment.
- Provide documentation of successful completion of an Australian Qualifications Framework (AQF) qualification at Certificate IV level or above.

Additional Requirements:

- Have a valid Tax File Number (TFN), or provide proof of application
- Have a Unique Student Identifier (USI)
- Be at least 18 years old, or have signed parental consent if under 18
- Submit a valid electronic Commonwealth Assistance Form (eCAF) on or before the census day

Required VSL Application Information (VSL Rules 2016, Section 85)

LCAD must collect and retain the following for each VET Student Loan applicant:

- Student's full name and date of birth
- Citizenship, Australian passport, Australian birth certificate, or appropriate visa.
- USI
- Academic suitability evidence
- Loan amount being requested

- Enrolment details, including course and units
- eCAF completion and acknowledgement
- Confirmation the student has been informed of their rights and obligations
- Any other required information under the Rules or requested by the Department