

Purpose

The purpose of this policy is under the User Choice contract Axial is required to charge a Student Contribution Fee per nominal hour of a Trainee/Apprentices' Training Plan.

Overview

As per the User Choice Policy, Trainees/Apprentices may apply for a full exemption of this fee where payment of the fee would cause extreme financial hardship. The below policy outlines Axial's policy regarding determining the approval of an Application for Full Exemption from Student Contribution Fees.

Policy

On receipt of the Trainee/Apprentice Enrolment documentation, Axial Training will determine if the student has applied for a full exemption under the grounds of financial hardship.

Axial will forward the **AD-FM-011 Application for Full Exemption from Student Contribution Fees (User Choice Students Only) Form** to the student to complete. The form requires students to provide particular details regarding their financial situation.

On receipt of the completed form, Axial will consult the published guidelines on poverty levels to determine eligibility for the exemption. The exemption decision will then be provided to the student in writing.

If the student fails to supply the completed **AD-FM-011 Application for Full Exemption from Student Contribution Fees (User Choice Students Only) Form** by the date the first invoice is due to be issued, Axial will issue the Student Contribution Fee invoice.

Students who wish to appeal any decision can do so via our Appeals Process, details in the Axial Student Handbook.