OFFICIAL



Withdrawal/Refund Form

SECTION A: Personal Details (to be filled in by the student)

Student Number:	Student Name:
Course Code:	
Course Name:	

SECTION B: Confirmation of withdrawal (to be filled in by the student)

 \Box I am cancelling/withdrawing from the full course in this current academic year

- $\hfill\square$ I am cancelling/withdrawing from certain units/modules but NOT the full course
- \Box I confirm that I have been informed of alternatives to withdrawal, the support services available

Reason for withdrawal:

SECTION C: Confirmation of banking details for any refund (to be filled in by the student)

Account Name:	 	
Bank Name:	 	
BSB:	 Account Number:	

Signed: Date:



SECTION D: Withdrawal details (to be filled in by the Educator)

Details of units subject to withdrawal

Unit code	Unit title	Hours to be claimed	Last Date of Participation

Materials Fee Refund

Refund Due: ☐ Yes ☐ No	Amount:	\$
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□ I declare all evidence is stored in the student file and accessible for audit at any time for all participated units (all evidence MUST contain student name, unit code and date) and aligns EXACTLY to the "last date of participation" entered below.

Name:	_
	-
Signed:	Date:

National Provider No. 0417 Form: TLN003FOR1 – Withdrawals / Refunds Application form Approved by: Director Academic Governance Accountable Executive: Director Academic Governance Responsible Manager: Academic Registrar



SECTION E: Refund Information

Certificate I-IV courses – Government funded

- Student initiated withdrawals within 4 weeks of training commencement full refund of units not yet commenced; less materials already utilised.
- Student initiated withdrawals four weeks or more after training has commenced in the current year:
 - \circ no refund of tuition fees;
 - \circ no refunds of materials already utilised.

VET Student Loan available courses Diploma, Advanced Diploma or Vocational Graduate programs, and nominated Certificate IV courses.

- Student initiated withdrawals prior to census date Full refund of tuition fees. If you are using VET Student Loans, you will not incur a HELP debt for any units withdrawn prior to census.
- Student initiated withdrawals after the unit census date no refund on tuition fees. If you are using VET Student Loans, you will incur a HELP debt and your FEE HELP limit will be reduced.

Fee-for service/commercial programs

- Student initiated withdrawals 5 days prior to course commencement Full refund less a \$50.00 administration charge.
- Student initiated withdrawals less than 5 days prior to course commencement 20% of course fees refunded with a minimum charge of \$50.00 retained.