

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)

- ☐ I am cancelling/withdrawing from the full course in this current academic year
- ☐ I am cancelling/withdrawing from certain units/modules but NOT the full course
- ☐ 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: _____

Details of units subject to withdrawal

[illegible]

Refund Due:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:	\$
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Name: _____

Signed: _____ Date: _____

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:
 - no refund of tuition fees;
 - 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 If you are using VET Student Loans, you will not incur a HELP debt for any units withdrawn prior to census.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.