WITHDRAWAL APPLICATION FORM for VET FEE-HELP students – 2015

SECTION A: To be completed by the student and returned to the VET FEE-HELP Enrolment Officer at your college of enrolment.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Other Name</th>
<th>College</th>
<th>Date of Birth</th>
<th>Postal Address</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Amount Paid</th>
<th>Fees paid/FEE-HELP Loan</th>
<th>Paid By:</th>
<th>Other</th>
<th>If ‘Other’, please give details below</th>
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<tbody>
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<td></td>
<td>Student</td>
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Please tick your request/s, complete withdrawal reason and sign below:

☐ 1. I wish to withdraw from my course.
☐ 2. I wish to withdraw from my Unit/s of Study on or before the administrative date (Refund applies if payment has been made)
☐ 3. I wish to withdraw from my Unit/s of Study on or before the census date but after the administrative date (Refund applies if payment has been made. 10% Cancellation fee applies.)
☐ 4. I wish to withdraw from my Unit/s of Study after the census date. Note: There is no refund or removal of debt unless special circumstances apply (see over).

Withdrawal reason

Unit of Study Details:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Name</th>
<th>Start Date</th>
<th>Admin Date</th>
<th>Census Date</th>
<th>End Date</th>
<th>Payment</th>
<th>Cancellation Fee</th>
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* Signature of student

Note 1: Refunds are to be made to the student, organisation or third party who originally paid.

Note 2: For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only.

Electronic Payment of Refunds

If you prefer this method of payment please provide details of your bank account into which the refund will be directly deposited.

Account Name

Bank

BSB No.

Branch

Account No.

SECTION B: To be completed by Student Services

Approved ☐ Not Approved ☐ Approval Number Refund Amount $ Cancellation Fee $ Refund Payment minus Cancellation Fee $

If not approved, provide reason

Signature of approver

Date

For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only.

Refund details entered into ebs4

Signed

Copy forwarded to: Section ☐ Library ☐ Signed ☐ Date ☐
Refund/withdrawal information in relation to VET FEE-HELP

Students who withdraw from a Unit of Study or a Course of Study are required to notify their Institute in writing.

1. Students who have overpaid their fees must be refunded.
2. Students are not eligible for the refund of incidental fees.
4. Students enrolled in a course that has been cancelled by the college or Institute must be refunded.
5. Students who withdraw before the administrative date will receive a full refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET FEE-HELP loan.
6. Students who withdraw from a Unit of Study on or before the census date and after the administrative date will receive a refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET FEE-HELP loan. A Cancellation Fee will be charged.
7. Students who withdraw after the census date:
   - will receive no refund if they have paid up-front
   - will be liable for the full debt if they have taken out a VET FEE-HELP loan
   - will only be eligible for a refund or reversal of their VET FEE-HELP loan under special circumstances.
8. Special Circumstances are listed in the VET FEE-HELP Information student booklet.

Further information:

  Look under Student Administration Tab, then Fees.
- VET FEE-HELP page of the Study Assist site (www.studyassist.gov.au)

Note 1: Refunds are to be made to the student, organisation or third party who originally paid.
Note 2: For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only.

STUDENT PRIVACY

Information collected by the New South Wales TAFE Commission during a student’s enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans’ Affairs, the Commonwealth Department of Education, the Department of Immigration and Border Protection, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and this form will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Learner Portal.