

Use this form to exit from Senior Secondary and Certificate I-IV level courses.

To exit from your course:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Faculty Operations Manager for clearance and authorisation.
3. Take this form, together with your Student ID card, to the Student Service Centre on your campus, or mail to: Student Admin, Private Bag 2014, Box Hill, VIC 3128

REFUND INFORMATION – Refunds generally take 21-28 days to be processed. You must include your bank account details as refunds are issued to you via direct deposit back into your bank account. Refunds are not issued in cash. All 2024 fee refund forms must be lodged by 1 December 2024. Refunds will not be issued in 2025 for any 2024 enrolments. **Please note:** Where a Payment Plan was taken out, and your withdrawal is within the refund timeframe, the \$15 setup fee and 4.8% billing fee components of the payment plan are still non-refundable.

Government funded places.

Withdrawing within 4 weeks of the course start date:

- If you formally withdraw **within 4 weeks** of the course start date, you will be entitled to a full refund of tuition and amenity fees paid for your course category, less a portion of any of the materials fees that you may have already been issued/expended.

Withdrawing 4 weeks after the course start date:

- If you formally withdraw **after 4 weeks** after the course start date for any reason, you will not be entitled to a refund of tuition fees or amenity fees. You may be entitled to a refund of some materials fees, depending upon the time that has elapsed and the materials issued/expended since you started.

Full fee places (domestic/local students)

Withdrawing within 4 weeks of the course start date:

- If you formally withdraw **within 4 weeks** of the course start date, you will be entitled to a refund of course fees paid, less a portion of the fees for materials that you may have already expended in class time. (If classes have not yet started, you will receive a full fee refund.)

Withdrawing 4 weeks after the course start date:

- If you formally withdraw **after 4 weeks** after the course start date for any reason, you will not generally not be entitled to a refund of tuition/amenity fees. Some Faculty discretion may apply.

Full fee places (International students)

- **Tuition Fee:** This is detailed in the International Student Refund Policy. Please contact the International Student Office via email: international@boxhill.edu.au.
- **Service & Amenity Fees:** If you formally withdraw **within 4 weeks** of the course start date, you may be eligible for an amenity fee refund.
- **Material Fees:** Refunds are up to the discretion of the relevant Head of Faculty.

Centrelink – If you are in receipt of a government benefit from Centrelink, you must notify Centrelink immediately to advise of your course exit.

Privacy – Available to be viewed at www.boxhill.edu.au.

Student ID no.		Date of Birth	
FULL NAME		Age at the withdrawal	
Address			
Suburb		Postcode	
Contact Email		Phone	
Personal Bank Account Details for direct deposit refund – if applicable			
Account Holder Name	Bank Name	BSB No.	Acct No.
If refund is to be issued to a person/company other than yourself , complete section below:			
Name/ Company	Bank Name	BSB No.	Acct No.

Course Name		Course ID	
Reason for Course Exit (tick appropriate box below)			
<input type="checkbox"/> Gained employment	<input type="checkbox"/> Transfer to another Institute	<input type="checkbox"/> Transfer to a University	
<input type="checkbox"/> Left employer (apprentice/trainee)	<input type="checkbox"/> Transfer to another course at Box Hill Institute	Submit this together with new enrolment where possible. Which course?	
<input type="checkbox"/> Left employer	<input type="checkbox"/> Course cancelled (Faculty staff signature required confirming cancellation)	Faculty Staff Name	
<input type="checkbox"/> Work commitments	<input type="checkbox"/> Faculty Staff Name	Signature	
<input type="checkbox"/> Going interstate	<input type="checkbox"/> VETDSS partial qualific.only study intention	<input type="checkbox"/> Withdrawn by Institute – extended absence (No student signature required below)	
<input type="checkbox"/> Going overseas	<input type="checkbox"/> Signature	<input type="checkbox"/> WD by BHI as course scope no longer active	
<input type="checkbox"/> Financial hardship			
<input type="checkbox"/> Course did not meet my expectations			
<input type="checkbox"/> Difficulty meeting course requirements			
<input type="checkbox"/> Family commitments			
<input type="checkbox"/> Sickness/Medical reason			
<input type="checkbox"/> Disability support services didn't meet my needs			
Further comments regarding your course exit can be provided on next page, if you wish to provide any further information.			

Payment Plan: Do you currently have a Debit Success payment plan? YES NO
 Note: the same refund policy applies to fees paid via a payment plan. If you are not eligible for a refund you must continue making your payments.

Student Signature	Date
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(Please turn over)

FURTHER STUDENT COMMENTS - Reasons for Your Course Exit? (if you wish to provide further information – please write here)

LIBRARY CLEARANCE

SIGNATURE & STAMP

DATE:

Students under Age 17 at time of course exit? Yes (If yes, tick)

If YES you *must* notify the department regional office AND the student's previous school where a student who is still under 17 stops attending. Regional Office details:

Region	Youth Pathways and Transitions	Region	Youth Pathways and Transitions
North East	pathways.transitions.nev@education.vic.gov.au	South East	pathways.transitions.sev@education.vic.gov.au
North West	pathways.transitions.nwv@education.vic.gov.au	South West	pathways.transitions.swv@education.vic.gov.au

Please tick

Regional office notified

Student's Former school notified

OPERATIONS MANAGER CLEARANCE

- **All enrolled units with a grade already allocated will remain unchanged**
- **Withdrawn after participation / attendance – claiming hours (WA)**
 - EOP for the unit should add up to the total hours being claimed prior to this form being submitted.
- **Withdrawn no participation / attendance – no claimed hours (WB)**
 - No EOP should be entered as no hours are being claimed. If EOP has been entered in error, it must be removed prior to submitting this form.

Enrolled units **not** listed below will be processed as withdrawn with no participation (WB)

UNIT ID	UNIT NAME	Study Period	WA/WB	IF WA HOURS ATTENDED/PARTICIPATED UP TO WITHDRAWAL DATE	IF WA DATE OF LAST ATTENDANCE/PARTICIPATION	MATERIAL FEE OR FFS FEE TO BE REFUNDED
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Please ensure that all units for which the student has either attended one class or submitted one assignment are listed above. SCH will be counted for the listed units only.

This student officially started classes for this course on: (form cannot be processed without this date)

DATE:

Course Teaching Materials fees to be returned:	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES, amount	\$
Retained Course Items fees are to be returned:	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES, amount	\$
Fee-For-Service Course fees are to be returned:	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES, amount	\$
Other: Please state				Other amount	\$

Student's Official Date of Course Exit
(date of formal Course Exit form lodgement or exit advice given to Faculty)



(Form cannot be processed without this date.)

Operations Manager	Name (print)	Ext
	Signature	Date

Staff : Entered in S1

Name: _____ Date: _____

International Office Approval: Date _____

Name: _____ Signature: _____